


HOW TO APPLY FOR THE ISSUANCE OF AN OMBUDSMAN CLEARANCE

 **APPLICANT OR DULY AUTHORIZED REPRESENTATIVE** proceeds to the **CLEARANCE SECTION**, 1st Floor, Ombudsman Bldg., Agham Road, Diliman, Quezon City and fills out the **OMB-Clearance Application Form**

-OR-

Requester may also go to the Ombudsman's Official Website: www.ombudsman.gov.ph and apply Online.

-OR-

Requester may also go to all SM Business Centers Nationwide



FOR RETIREMENT PURPOSES:

An Application shall be filed not earlier than six (6) months prior to the date of retirement of the applicant



The following must be attached to the completed OMB Clearance Application Form:

- a. Certified true copy of service record
- b. Authorization letter, if application is filed by a representative
- c. Government-Issued ID of the applicant/duly authorized representative
- d. Death Certificate, in case of death claims
- e. Payment of processing fee

Requesters may choose from any of the following modes of release:

1. For Pick-Up
2. By regular mail to home address
3. By regular mail to office address
4. By prepaid private courier service to be paid by applicant.



PURPOSE OF APPLICATION	FEE
Retirement, Resignation, Death Claim, Rationalization	P100.00
Employment, Promotion, Transfer, Appointment, Confirmation, Discharge, Foreign Assignment, and Grant of Benefits unrelated to the preceding purpose	P150.00
Foreign Travel, Study Grant/Scholarship, Recognition/Awards, Leave Application, Loan Application, Change of Name, Requirements by the JBC, CSC, CESB, PRC, GCG, DFA, DOLE, Bureau of Immigration, LTO, NBI, PNP and other agencies, Other purposes	P200.00
Permit to Carry Firearms, Fidelity Bond, and Bonding Requirement	P500.00
Firearm License	P1000.00