

CERTIFIED TRUE COPY OF BUSINESS LICENSE AND MAYOR'S PERMIT

Business Permit and License Office provides Certified True Copy of Business License and Mayor's Permit requested by business owners.

Office/Division:	Office of the City Mayor – Business Permit and License Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Enterprises/Business owners in San Jose City

Checklist of Requirements:	Where to Secure
1) Request letter bearing the agencies' seal with authorized signature	➤ Requestee
2) Authorization letter/SPA (if the applicant is not the owner of the account being requested for Certified True Copy of Business Permit); Secretary Certificate if corporation	➤ Client being represented
3) Government Issued Identification Card <ul style="list-style-type: none"> ➤ Photocopy of ID of the requesting owner, manager and/or President of the establishment ➤ ID of authorized representative 	➤ LTO, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig
4) Official Receipt	➤ City Treasurer's Office (Cash Receipt Division)
5) Original copy and photocopy of the Business License and Mayor's Permit to be certified	➤ Requestee

Client's Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit letter of request along with the other requirements.	a. Check and receive all the documents	None	4 min	<ul style="list-style-type: none"> ➤ Lea D. Grospe (License Officer II) ➤ Geraldine G. Magtibay (Admin Asst. I)
2. Receive Order of Payment	a. Issue order of payment and inform the client to proceed to Cash Receipt Division (CRD) – CTO	None	1 min	<ul style="list-style-type: none"> ➤ Katherine G. Beley (Admin Aide II) ➤ Dulce Amor N. Lorenzo (License Inspector I)
3. Pay the required fee at the Cash Receipt Division (CRD) -CTO	<ul style="list-style-type: none"> a. Accept the payment b. Issue an Official Receipt 	P 75.00	Please refer to the City Treasurer's Citizen's Charter (3 min)	➤ Cash Receipt Division – City Treasurer's Office
4. Present the Official Receipt	<ul style="list-style-type: none"> a. Receive the official receipt b. Prepare the Certified True Copy of Business Permit 	None	10 min	<ul style="list-style-type: none"> ➤ Lea D. Grospe (License Officer II) ➤ Geraldine G. Magtibay (Admin Asst. I)
5. Claim Certified True Copy of Business License and Mayor's Permit	a. Sign/Approve Certified True Copy of Business License and Mayor's Permit	None	5 min.	➤ Christopher R. Pabalan (License Officer III)
	b. Release Business Certificate			➤ Joel M. Martin (Admin. Aide IV)
TOTAL:		P 75.00	23 minutes	