

## **[ CID ADMINISTRATIVE INSTRUCTIONS NO. 8, February 02, 1988 ]**

### **ISSUANCE OF CERTIFICATIONS**

The Constitution, Article III, Section 7 provides: "The right of the people to information on matters of public concern shall be recognized."

Under this provision, we observe the following guidelines for issuance of certification on matters carried by our official files:

1. Requests for information and certifications shall be filed with the Records Section. They shall be processed strictly on a "first come, first served" basis.
2. All requests shall be formal. Official requests shall be typewritten on the official stationery of the requesting party. Personal requests shall be typewritten legibly on a clean sheet of paper. Requests hurriedly or haphazardly written on bits of paper shall not be honored.
3. Requests shall contain the following information:
  - 3.1 Date when the request was made.
  - 3.2 Name and address of the requestor.
  - 3.3 Name of the person whose records are the subject of inquiry or certification.
  - 3.4 Purpose of the request/specific information sought.
  - 3.5 Valid identification documents of the person submitting the request.

If the request is for the use of other government offices, the name of the government official concerned, his office and office address shall be included in the letter request. Such certificates shall not be released to the requestor; they shall be mailed to the office where they are to be used.

4. All requests shall be accompanied by a stamped envelope with the address of the requestor typed on it. For certifications to be used in transrouting business with another government office, the name of the government official to whom the certificate shall be submitted, and his address typed on the stamped envelope, shall be included.

5. Records section shall prepare a checklist of all the requirements and post a copy together with these guidelines, on its receiving windows, and on the main bulletin board.