WORKFLOW PROCESS APPLICATION FOR NOTARIZATION/LEGALIZATION OF DOCUMENTS AND ISSUANCE OF CERTIFICATE

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	PROCESSING	Submits documents for: **NOTARIZATION/ LEGALIZATION/ ISSUANCE OF CERTIFICATE**	Examines/evaluates documents for **NOTARIZATION/ LEGALIZATION/ ISSUANCE OF CERTIFICATE** Issues claim stub indicating the date of release of the document. Informs applicant to return on the release date of the document.	10 mins	Consular Assistant	**MOP220** *(2 Working days)* **Additional MOP88** *Expedite fee (1 Working day)*	n/a
	CASHIER	Pays fee for **NOTARIZATION/ LEGALIZATION/** of document or issuance of **CERTIFICATE**	Accepts payment. Returns claim stub to applicant.	3 mins	Collecting Officer		
TOTAL PROCESSING TIME: 13 minutes							
1	RELEASING	Claims document(s) by presenting claim stub	Receives and examines applicant's claim stub	2 min	Consular Assistant	n/a	n/a
		Waits for the release of document(s)	Locates document(s) Ascertains identity of applicant prior to release	2 mins			
		Receives document(s). Applicant signs in the receiving log sheet.	Releases document(s) together with the official receipt	1 mins			
TOTAL PROCESSING TIME : 5 minutes							