

## 2.3 ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

The City Assessor's Office provides Certified True Copy of Tax Declaration upon the request of the owner or his authorized representative, any government agency or private entities, for various reasons, the most common of which are for property transfer-related transactions, as a requirement of BIR, for mortgage/loan/financial institutions, courts and many other legal purposes.

There are currently two (2) classifications of TDs being certified –the manual copy or those issued from 2006 and below, manually processed; and the other is the electronic ones which to date can be certified electronically as well.

**Processing Period** : 10-20 minutes for Electronic copy <sup>2/</sup>  
1-2 hrs for manual copy <sup>3/</sup>

<sup>2/</sup> 5-10 certified copy of TDs requested (eCopy) will take us 30mins or more to process; 11-20 copies, 30mins-1hr. processing time; and

<sup>3/</sup> 10 and more CTC requested (Manual copy) will take us 2-3hrs processing  
Requests can also be made through a formal communication on which case, receipt, and release are coursed through the Records Section.

<b>Office or Division:</b>	<b>CITY ASSESSOR'S OFFICE</b>			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
<b>Who may avail:</b>	All Quezon City real property owners/taxpayers, buyers, brokers, Consultants, realtors/developers, and other parties of interest			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.0 Submits duly accomplished ARMD Form 1 (QCG-CAO-QP/SOI-B10-v02) inclusive of required documents/information to Window Counter 10	1.0 Validates request; 1.1 Receives request and issue an order of payment	None	5 minutes	Assessment Records Management Division Receiving Officers/Clerks on Rotation Basis (Window 10)
2.0 Owners pay the corresponding fee	2.0 Window 5-18 Miscellaneous Fees Section, City	Php 50.00 for a personal copy of TD	10 minutes	Office of the City Treasurer, Billing/Cashier Officer

	<p>Treasurer's Office</p> <p>2.1 Verifies property requested</p> <p>2.2 Prints an electronic copy of TD or photocopy the manual ones</p>	Php 70.00 for BIR purposes	45 minutes	Assessment Records Management Division Personnel, Basement & (Window 11)
3.0 Presents corresponding OR	<p>3.0 Attaches OR to the request and issues claim stub;</p> <p>3.1 Stamps printed/photocopied TD as "certified"</p>	None	15 minutes	Assessment Records Management Division Receiving Officers/Clerks on Rotation Basis on Window Counter 11
4.0 Waits for claim number to be called; Receives a certified copy of TD	4.0 Submits for signature/ approval, Affixes Signature & refer back to Counter Window 12 for release	None	20 minutes	Assessment Records Management Division Releasing Officers/ Clerks on Rotation Basis on Window Counter 11
	TOTAL	Php 70.00/ property Php 50.00/ property	For BIR personal	