



HOW TO APPLY FOR A NATIONAL POLICE CLEARANCE

A Simple Guide





Step 1: Online Registration

**Step 2: Complete Profile and
Appointment Setting**

Step 3: Settle Online Payment

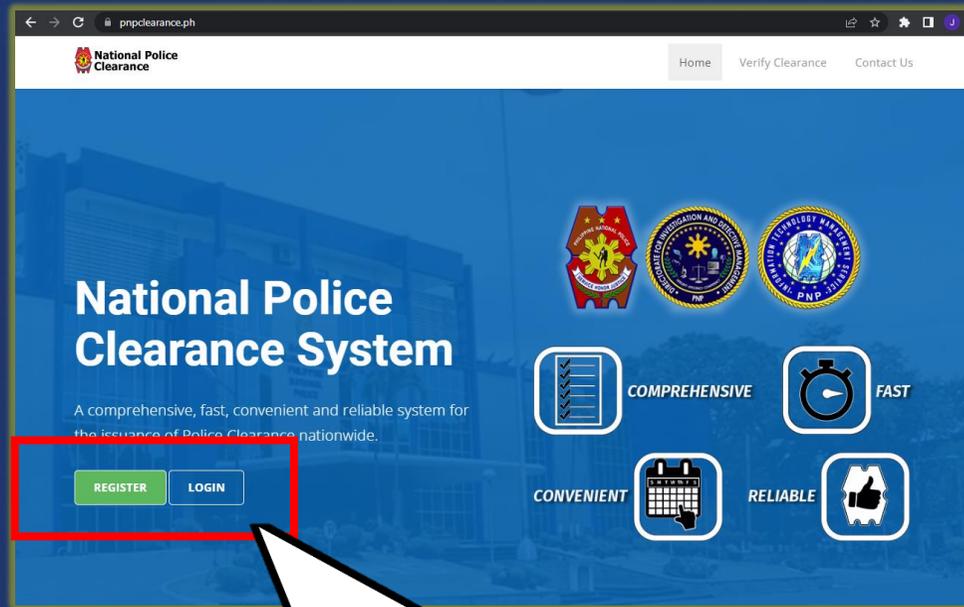
**Step 4: Processing of Police Clearance
at the Police Station**





Step 1: Online Registration

- ✓ Visit website (<https://pnpclearance.ph>);
- ✓ Click Register (for new applicants) or Login (for applicants with existing account);





Step 1: Online Registration

- ✓ Supply the required data on the Registration form. Submit and Sign In.

New Applicant Registration

Required fields are indicated with *

Email address * 

Password * 

Confirm password * 

First name * 

Middle name * 

Surname * 

Qualifier  Gender * 

Select birth date * 

Terms and Conditions

Register



Applying for a clearance? **Sign in** your email address and password if you have already registered.

E-mail * 

Please enter your email address

Password * 

Forgot password? [Click here.](#)

Sign in





Step 2: Edit Profile and Set Appointment

✓ Click Edit Profile and complete your personal data and save;

NATIONAL POLICE CLEARANCE SYSTEM

NOMER AMANO YAPIT

Email: npc.teamph@gmail.com
Birthday: Jan 08, 2004
Sex: Male
Address: Bitaugan East, CAGWAIT - SURIGAO DEL SUR

[Edit Profile](#) [Clearance Application](#) [Transactions](#)

My Profile

Applicant Information

Applicant Profile

Note: Required fields are indicated with *

Given Name * Middle Name * Surname * Qualifier
NOMER S YAPIT Choose a qualifier

Sex * Civil Status * Birth Date * Birth Cert Registration #
Female Married May 02, 2021

Please check if you are a PWD

Please check if you are a First Time Job Seeker (RA 11261 - First Time Job Seeker Assistance Act)
NOTE: This is a One-Time FREE Clearance (Automatically disabled when available)

Nationality * Birth Place * (Enter only the CITY / MUNICIPALITY) If Other Country
ANDORRAN BANGUIL, ILOCOS NORTE

Contact/Address

House No/Building/Street * Province * (Please select from the list or at least 1000) City/Municipality * Barangay *
SURIGAO DEL SUR BAROBO Amaga

Email * Mobile Number Telephone Number
npc.teamph@gmail.com 09876543234

Other Information





Step 2: Edit Profile and Set Appointment

- ✓ After Editing the profile, Click Clearance Application button ;

NATIONAL POLICE CLEARANCE SYSTEM

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[Edit Profile](#) [Clearance Application](#) [Transactions](#)
[Clearance Certification](#)





Step 2: Edit Profile and Set Appointment

✓ Select the **Purpose**, Set an **Appointment** at your suitable date and preferred **Police Station**.

1 Purpose and Police Station 2 Upload Document 3 Select Payment Option 4 Save Appointment

Step 1 - Purpose and Police Station

Purpose *
General

Select Police Station *
One-Stop Shop - Camp Crame, ONE-STOP SHOP - HQ

Station Address :

Previous

Schedule of Appointment: September 21, 2018 8:00 AM to 12:00 PM

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Appointment slots for September 20-21, 2018:

Date	Time	Slots
17	AM	97 slots
17	PM	100 slots
18	AM	97 slots
18	PM	100 slots
19	AM	100 slots
19	PM	100 slots
20	AM	100 slots
20	PM	100 slots
21	AM	100 slots
21	PM	100 slots
24	AM	100 slots
24	PM	100 slots
25	AM	100 slots
25	PM	100 slots
26	AM	100 slots
26	PM	100 slots
27	AM	100 slots
27	PM	100 slots
28	AM	100 slots
28	PM	100 slots



Step 2: Edit Profile and Set Appointment

Clearance Application - Non-Appearance

1 Select Appointment 2 Upload Document 3 **Select Payment Option** 4 Save Appointment

Step 3 - Select Payment Option

PAYMENT OPTIONS

payment option.

Particular	TOTAL
LandBank of the Phils.	
Total	

Note: Additional fee to use e-payment service

Previous Next

✓ Click Landbank button ,
Click next and Save
Appointment;

Step 4 - Save Appointment

NOTES / REMINDERS

Police Station : One-Stop Shop - Camp Crame, ONE-STOP SHOP -NHQ

Station Address :

Payment Option : LandBank of the Phils. - P150.00

Once you click SAVE APPOINTMENT here are the next steps:

1. Pay online by clicking **Click here to Pay button** and choose the desired mode of payment.
2. Go to **TRANSACTION HISTORY PAGE** and verify the transaction status.
3. Wait for the Processor or Verification Officer to process the renewal for Non-Appearance.
4. Once verified and approved, you may download the National Police Clearance by clicking the button "**Print Clearance**" button.

5. Local Police Clearance is not pre-requisite for the National Police Clearance.

Note:

- The NPC may be renewed without appearance only for three years from the last appearance. The applicant will be required to update the profile, upload 2x2 picture with white background and take a selfie holding you valid government issued ID to your existing account/account used during last appearance.
- After three years, the applicant will be mandated to appear at the Police Station for biometrics and a picture.

Previous **Save Appointment** Next



Step 2: Edit Profile and Set Appointment

- ✓ Appointment REFERENCE NUMBER will be generated.

Note: We only accept payment thru online by clicking the Click here to Pay button. Over the counter is not allowed.

No	Details	Status	Action
1.	Reference # : 20210719DW7M8F9P42 Payment Channel : LandBank of the Phils. Amount To Pay : ₱ 150.00 Appointment Date : Jul 20, 2021 / 8:00 AM to 12:00 P Police Station : PS 01 - SANTIAGO CPO Station Address :	PENDING	Click here to Pay for more payment option Change Police Station / Appointment Date Print Transaction Details





Step 3: Settle Online Payment

- ✓ Click the **Click here to Pay** for more payment option button to settle online payment;

Note: We only accept payment thru online by clicking the Click here to Pay button. Over the counter is not allowed.

No ^	Details	Status	Action
1.	Reference # : 20210719DW7M8F9P42 Payment Channel : LandBank of the Phils. Amount To Pay : ₱ 150.00 Appointment Date : Jul 20, 2021 / 8:00 AM to 12:00 PM Police Station : PS 01 - SANTIAGO CPO Station Address :	PENDING	Click here to Pay for more payment option Change Police Station / Appointment Date Print Transaction Details





Step 3: Settle Online Payment

- ✓ You will be directed to Landbank ePayment Portal.
- ✓ Choose your desired Payment options .
- ✓ For (Gcash/PayMaya, 7Eleven, Bayad Center, etc.) select **Cash Payment** ;



LANDBANK/OFBank ATM Card
LANDBANK Prepaid Card
Cash Payment
Asia United Bank via BancNet
BPI Direct BankKo via BancNet
BPI via PCHC Paygate
CTBC Bank via BancNet
Citystate Savings Bank via BancNet
DBP via BancNet
Enterprise Bank via BancNet
Entrepreneur Bank via BancNet
Equicom Savings Bank via BancNet
Luzon Development Bank via BancNet
MASS SPECC via BancNet
Malayan Bank via BancNet
PBCom via BancNet
Philippine Business Bank via BancNet
Philtrust Bank via BancNet
RCBC via PCHC PayGate
Robinsons Bank via PCHC PayGate
--Select--

PHILIPPINE NATIONAL POLICE - NATIONAL POLICE CLEARANCE

Fields with * (asterisk) are required/mandatory.

Payment Details

Amount Due : *

NPCS Number : *

Name of Applicant : *

Police Station : *

Date of Appointment : *

Email Address : *

Payment Mode:

Captcha Challenge

Refresh Captcha

Terms and Conditions
 I certify that I am at least 18 years old and have read, understood and agreed to the Terms and Conditions .

! Please review payment details above before clicking Continue.



Step 2: Settle Online Payment

- ✓ Select a payment partner. Follow the steps needed for online payment transaction and SECURE a copy of the Payment Confirmation Slip or Electronic Official Receipt (OR) as Proof of Payment completion.

Note:

Clearance Fee is cost Php150 only. Additional convenience fee may vary on the payment mode you selected.

Choose a payment method

Choose a payment method below and fill out the following information

Over The Counter

Mobile

GCash

maya

Pay

Grab Pay

Click Proceed to pay with your mobile.

Note: Please take note that if you choose this payment method, an additional fee of PHP 0.00 will be collected by this bank / payment partner. If you not agree with this fee, please select a different payment bank / channel option.

Payment Details

Order Number	390101122023239222
Name	MARY JOY DUTERTE CABANAS
Product Description	3020
Amount	PHP 150.00
Total Amount Due	PHP 150.00

Cancel **Proceed**

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V3.21.13.2 20230112





Step 4: Processing of Police Clearance

- ✓ Proceed to your selected Police Station on your date of appointment. Present the following to the Police Station:
 - ✓ One (1) valid Government issued ID;
 - ✓ Proof of payment/Payment Confirmation;
 - ✓ Reference Number of NPC Appointment;
- ✓ Have Biometrics, Picture and Signature taken;
- ✓ Wait for your name to be called for the verification process or release of National Police Clearance.





NOTES:

1. For **FIRST TIME JOB SEEKER** applicants (RA 11261), secure a copy of FTJS Certification certifying that you are a First Time Job Seeker and present it to the Police Station together with your one Valid ID. Free Clearance for FTJS can only be availed once.
2. For **first time applicants**, personal appearance is required to have photo, electronic signature, and biometrics taken.





NOTES:

3. For RENEWAL Process:

- ✓ Applicant must use / log- In the existing NPC Account. From their last application.
- ✓ Applicant can choose the renewal application if **With or without appearance.**
- ✓ For Non-Appearance. The applicant will be required to update the profile and upload 2x2 picture and selfie holding a valid government issued ID.
- ✓ Applicants need not to appear at the Police Station. Wait for the application to be processed and Clearance can be downloaded on their NPC Account Profile.





NOTES:

4. Clearance Certification:

- ✓ Clearance Certification is intended only for the following first time applicants:
 - Filipino Citizen Working/Based in Other Country
 - Bedridden
 - Petitioner (Applying for Probation/Bail)
 - Deceased

