



Internal/External

1. SERVICENAME: RELEASE OF SETTLED TRAFFIC VIOLATION RECORDS OR DOCUMENTS

Description of the Service: Facilitates the release of confiscated documents or records of motorists who have already settled their traffic violation fines.

Office or Division:	Public Order and Safety Management Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Motorists who have paid traffic violation fines.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt of Payment Valid Identification Card		City Treasurer's Office Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the visitor's record book	Provide a visitor logbook and monitor entry	None	2 minutes	POSMO Staff
2. Present Official Receipt or Proof of settled violation.	Verify payment record and documents	None	1 minute	POSMO Staff
3. Sign Clearance Form	Present the clearance form for client verification and signature	None	3 minutes	POSMO Staff



4. Claim the confiscated document	Release the confiscated document	None	2 minutes	POSMO Staff
TOTAL			8 minutes	



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