



CITIZEN'S CHARTER NO. R11-B-02. ISSUANCE OF CERTIFICATE OF WILDLIFE REGISTRATION

This Permit serves as proof of authorization for any individual to possess wildlife acquired/purchased from legal source (facilities with Wildlife Farm Permit, Wildlife Collector's Permit, Memorandum of Agreement, or any DENR clearance/permit).

Office or Division:	Licenses, Patents and Deeds Division			
Classification:	Simple to complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Any Filipino Citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Form	Wildlife Resource Permitting Section			
2. Picture of the Species	Requesting Party / Client			
3. Proof of Purchase: a.) Official Receipt (From Wildlife Farm Permit Holder) b.) Deed of Sale/ Official Receipt (if the Seller is a CWR Holder)	Wildlife Trader / Seller			
4. Copy of the CWR of the Seller (if applicable)	Wildlife Trader / Seller with CWR			
5. Local Transport Permit (if applicable)	PENRO Office			
6. Inventory List of Wildlife For Registration (ANNEX "H")	Wildlife Trader / Seller			
7. Inspection Report	Wildlife Resource Permitting Section Personnel			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Fill in duly accomplished form and attach supporting documents	1. Receives and records the CWR application and forwards to ARED Technical Services Office	None	3 hours	Receiving/Releasing Clerk Records Section
	1.2 Forward to the concerned section	None	2 hours	ARED Technical Services LPDD WRPS



	<p>1.3 Action Officers reviews and evaluates the completeness and accuracy of the documents submitted (<i>refer to IRR of RA 9147 for the criteria of acceptability</i>)</p> <p><i>*if the documents submitted are incomplete and/or inaccurate, the applicant will be informed thru phone call, text, and/or email.</i></p>	None	3 hours	WRPS Technical Staff
2. Availability for the Inspection of Wildlife registration	2. Actual Inspection of Wildlife on the site	None	1 day	WRPS Technical Staff
3. Payment	3. Prepares Order of Payment and pay to the Cashier who will issue the Official receipt	1-50 heads = P50.00 51-100 heads = P500.00 101-200 heads = P750.00 201 & above = P1,000.00	1 hour	WRPS Secretariat Cashier
	3.1 Preparation of Certificate	None	2 hours	Chief WRPS
	3.2 For Signature	None	3 days	Chief WRPS, Chief, LPDD, ARED-TS, RED
	3.3 Record and release the approved Certificate of Wildlife Registration	None	3 hours	Receiving/Releasing Clerk Records Section



4. Receive the approved Certificate of Wildlife Registration		None	1 day	
TOTAL		P50.00 Minimum	5 days & 14 hrs.	

**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*