

REQUEST FOR CRMS USER ACCOUNT

Step 1 - Download FORMS from CARO website at: https://archives.davaocity.gov.ph/?page_id=14

Step 2 - Fill-in the FORMS:

1. CRMS Application Form (User).
2. NDA.
3. For Signatory Applicant - PNPKI Individual Certificate Application Form (attach all requirements).

Step 3 - Submit all FORMS and Requirements to CARO with attached indorsement letter signed by the Department Head of the requisitioner.

Step 4 – Wait for the confirmation from CARO for the issuance of Account Name and Password within 48 hours.

Step 5 - Confirmation will be sent via email address specified by the requisitioner.

REQUEST FOR CRMS OFFICE ACCOUNT

Step 1 - Download FORMS from CARO website at: https://archives.davaocity.gov.ph/?page_id=14

Step 2 - Fill-in the CRMS Application (Office) Form:

Step 3 - Submit FORM to CARO with attached indorsement letter signed by the Department Head of the requisitioner.

Step 4 – Wait for the confirmation from CARO for the issuance of Account Name and Password within 48 hours.

Step 5 - Confirmation will be sent via email address specified by the requisitioner.