3. Issuance of PNPKI Digital Certificates/Signature from DICT

An assistance provided to City Government employees requesting issuance of PNPKI Digital Certificates / Signature from DICT.

Office or Division	City Archives and Records Office (CARO) Administrative Division (Admin)
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may Avail	All qualified applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form 2. List Of Requirements: • 1 photocopy of Birth Certificate or Passport. • 1 photocopy of UMID or 2 Government Issued IDs. • 1 photocopy of TIN Card or TIN verification slip.	City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out PNPKI Application Form and attachment	1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.	None	30 Minutes	Benjo Claros, Archival Assistant – CARO
	1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.	None	10 Minutes	
	1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.	None	10 Minutes	
2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance	2. Orientation on PNPKI and Install Digital Certificates	None	1 Hour	
TOTAL:		None	1 Hour and 50 Minutes	