



NATIONAL POLICE CLEARANCE SYSTEM

USER'S MANUAL
CLEARANCE PNCO(PROCESSOR)

2018 EDITION

PNP Information Technology Management Service
Systems Management Division

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I. Project Title

National Police Clearance System

II. System Overview

The **National Police Clearance System (NPCS)** is a web-based Information System used to streamline the process of issuance of police clearance for the convenience of the public. In the same manner, it will provide clarity among several issues, which varies across local jurisdictions in terms of sources of information on criminal records, scope, period of validity, cost, processing time and certificate format.

NPCS is composed primarily of the following features:

- Standardized and streamline police clearance application;
- Provide convenient online application of Police Clearance;
- Create a central payment gateway;
- Validate record in the existing PNP crime-related databases;
- Establish a central repository of all active and non-active arrest warrant;
- Build-up fingerprints on non-criminal records from applicants;
- Integrate PNP's crime-related databases; and
- Improvement of the process for criminal records check across jurisdictions.

A. Objectives

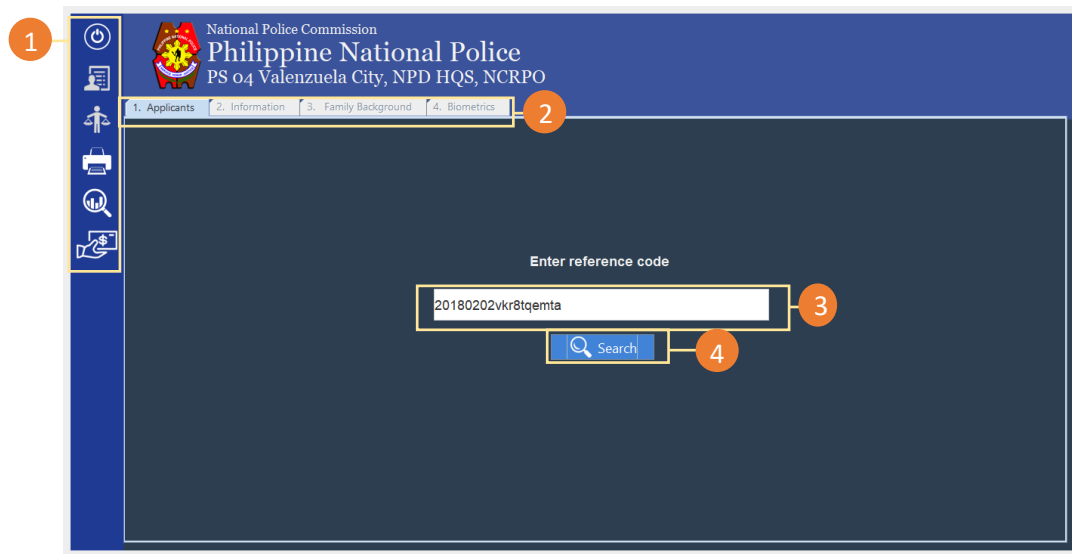
General Objectives

The PNP seeks to develop the National Police Clearance System (NPCS) Project with an aim to establish a comprehensive and credible issuance of police clearance nationwide by providing the mechanism and policy to standardize the guidelines and procedures, format and fees.

Specific Objectives

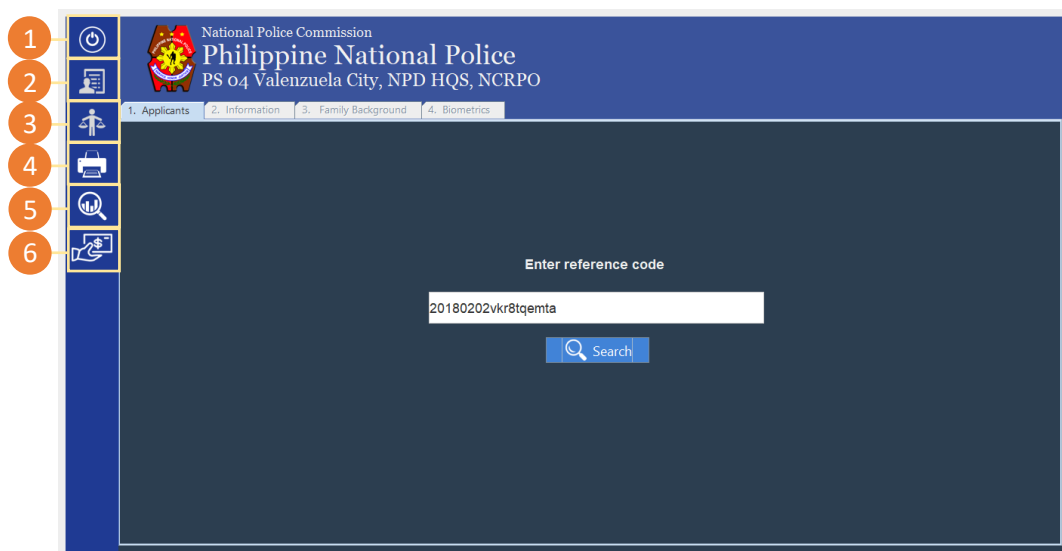
- To provide accessible and convenient online application of Police Clearance
- To streamline the process of application and issuance of Police Clearance
- To provide standardize guidelines and procedures, format and fees of Police Clearance
- To capture both crime and non-crime information and/or biometrics of applicants nationwide
- To have a reliable issuance of Police Clearance with the use of centralized source of data from existing PNP crime-related databases (Crime Information and Reporting Analysis System (CIRAS), Wanted Persons and Information System (WPIS) or e-Warrant System, e-Rogues Gallery System, and Case Information Database Management System (CIDMS))

B. User Interface



- 1 System Menu
- 2 Tabs
- 3 Search Bar
- 4 Search Button

C. System Menu



1. **LOGOUT** – allows the user to log-out from the system
2. **UPDATE USER ACCOUNT** – used by DIDM system administrator to manage user accounts
3. **VERIFICATION** – allows the Verification Officer to view all pending transaction and display the list of applicants with hit for verification process
4. **CLEARANCE PRINTING** – allows the user to search and view list of clearance for printing
5. **HIT MONITORING** – allows the user to display all the applicant's name and their clearance status.
6. **TODAYS TRANSACTION** – allows the user to view list of all transactions made for the specific date

NOTE: Button No. 3 can only be accessed by the Verification Officer.

D. General Tools



Sample Button

Official Receipt Serial*

Sample Textbox

Payment Channel*

Sample Combo Box

Official Receipt Date*

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	1	2	3	4	5	6
02	7	8	9	10	11	12
03	14	15	16	17	18	19
04	21	22	23	24	25	26
05	28	29	30	31		

Sample Date Picker

Sample Search Box

Login Success
 ×

Welcome: alvin@gmail.com

Sample Info Message Box

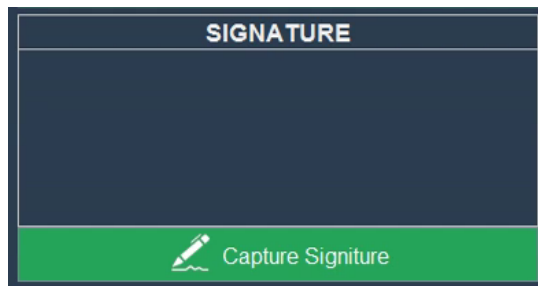
NPCS
 ×

No applicant is selected.

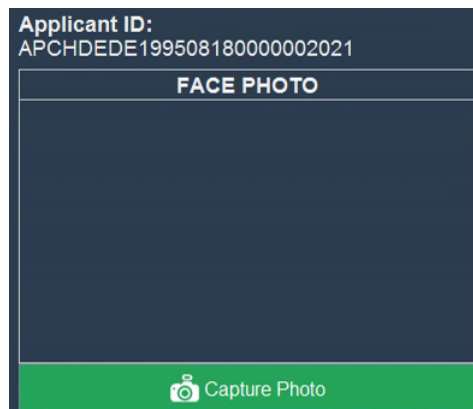
Sample Error Message Box

Applicant ID	Transaction ID
APCHDEDE1995081800000002021	TRA2017112900000000002

Sample Data Grid Viewer



Sample Signature Capture

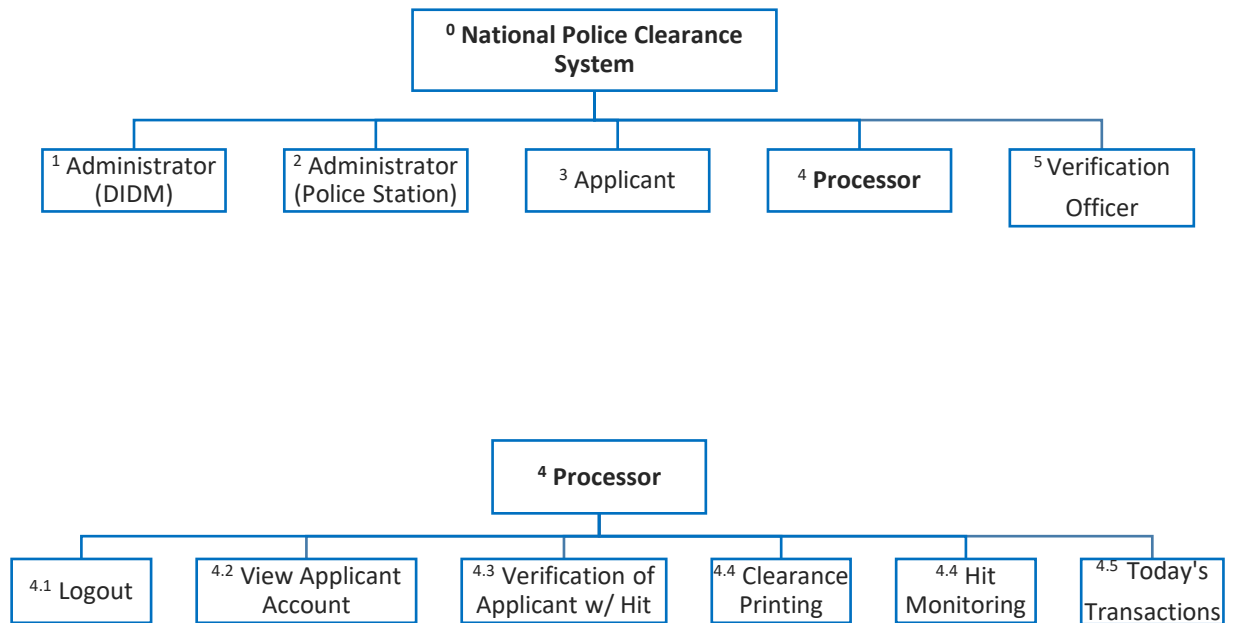


Sample Photo Capture



Sample Fingerprint
Capture

III. Screen Flow



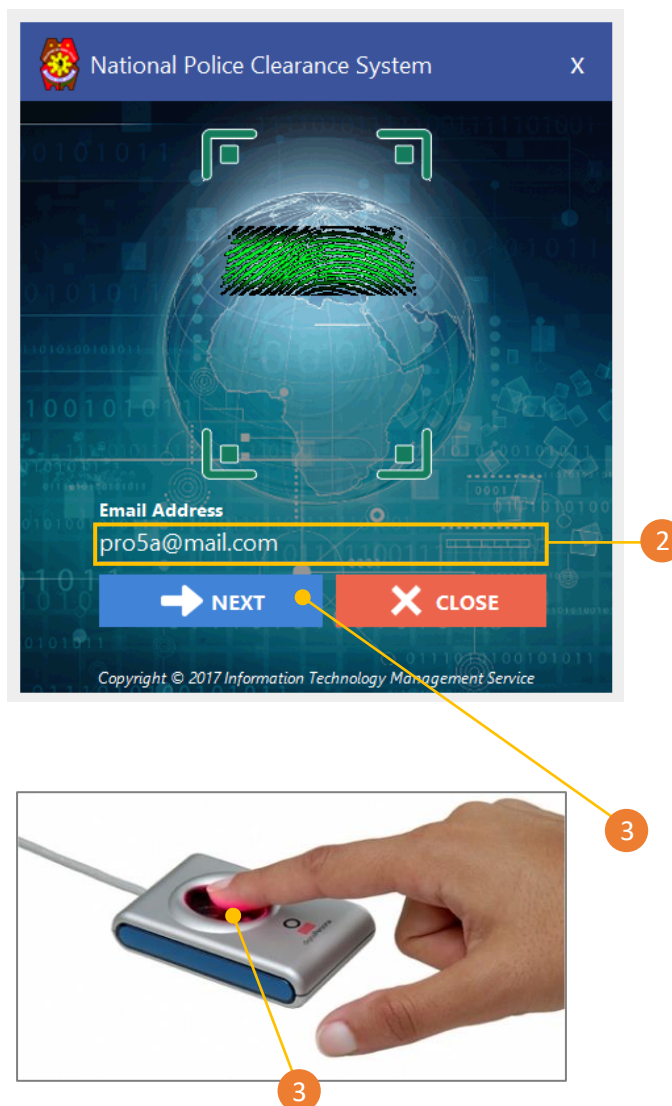
IV. System Flow

A. Getting Started

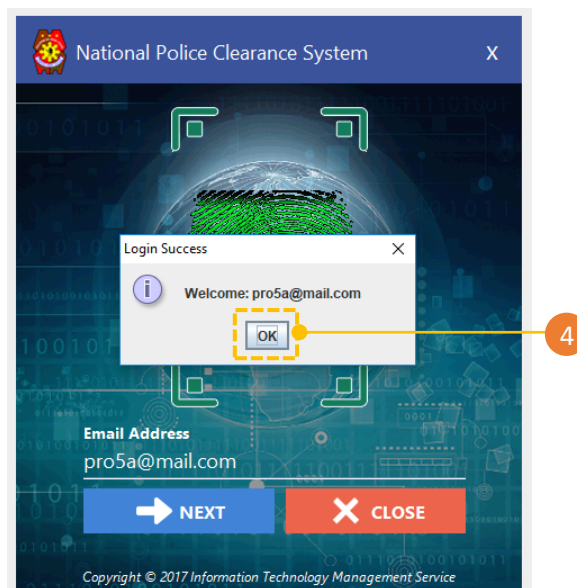
The **Login screen** is the authentication screen of the system. In order to gain access, you must supply your registered account information such as user name (email address) and biometric to the system for authentication.

Login on Processor System

1. Click on National Police Clearance System Processor icon.
2. Type your valid email address on the textbox provided.
3. Click **Next** Button, then place your finger on the fingerprint scanner as your password.



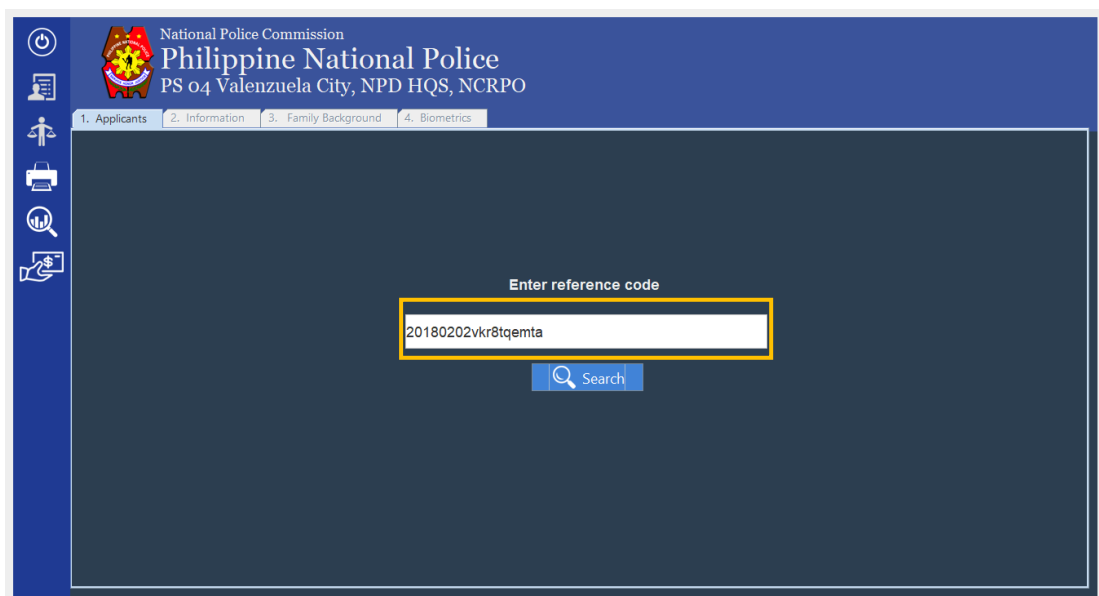
- Click the **OK** button.



B. Processing Police Clearance of the Applicant

Validation of Applicant's information

- In the screen, type the reference code of the applicant into the textbox. Then, click the **Search** button.



- In the Receipt Details Form, select the Payment Channel selected by the applicant as a payment merchant.

3. Type-in the Official Receipt (OR) Serial Number.
4. Put the OR Date by clicking the Date Picker button, then choose the month, day, and year accordingly.
5. Select the Applicant's presented Government issued IDs on the dropdown list
6. After filling-out the entries in the Receipt Details, click the **Confirm** button.

7. The information of the application will be displayed. The Clearance PNCO shall validate the applicant's information. Click **Next** Button.

8. Family background of the applicant will be displayed for validation of applicant's information. Then, click **Next**.

National Police Commission
Philippine National Police
PS 01 Pasay City, SPD HQS, NCRPO

1. Applicants 2. Information 3. Family Background 4. Biometrics

Applicant ID: APMISTMO198006120000002179

Spouse Information

Last Name Given Name Middle Name Qualifier

Birth Place

Father's Information

Last Name Given Name Middle Name Qualifier

MOLINA MANUEL CRUZ

Birth Place

BATAK CITY, ILOCOS NORTE

Mother's Maiden Name

Last Name Given Name Middle Name Qualifier

STA. CRUZ CRISTINA LINA

Birth Place

CALAMBA CITY, LAGUNA

Back Next

Photo Capturing

National Police Commission
Philippine National Police
PS 01 Pasay City, SPD HQS, NCRPO

1. Applicants 2. Information 3. Family Background 4. Biometrics

Applicant ID: APMISTMO198006120000002179

FACE PHOTO

Capture Photo

SIGNATURE

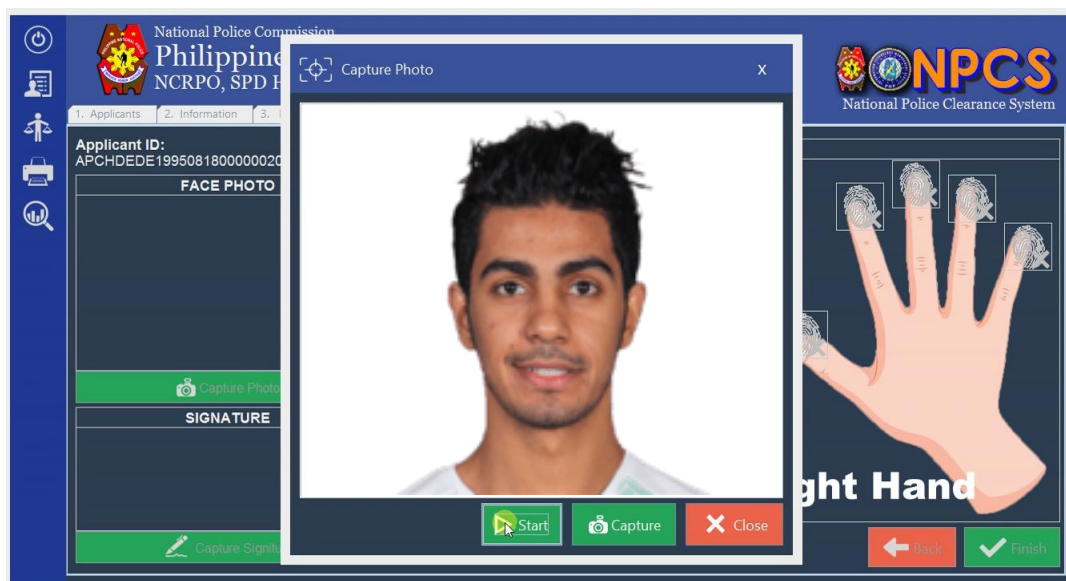
Capture Signature

FINGERPRINTS

Left Hand Right Hand

Back Finish

1. In taking photo of an applicant, click **Capture Photo** button.
2. To initiate a photo capturing, click the **Start** button.
3. To capture the picture, click **Capture** button.



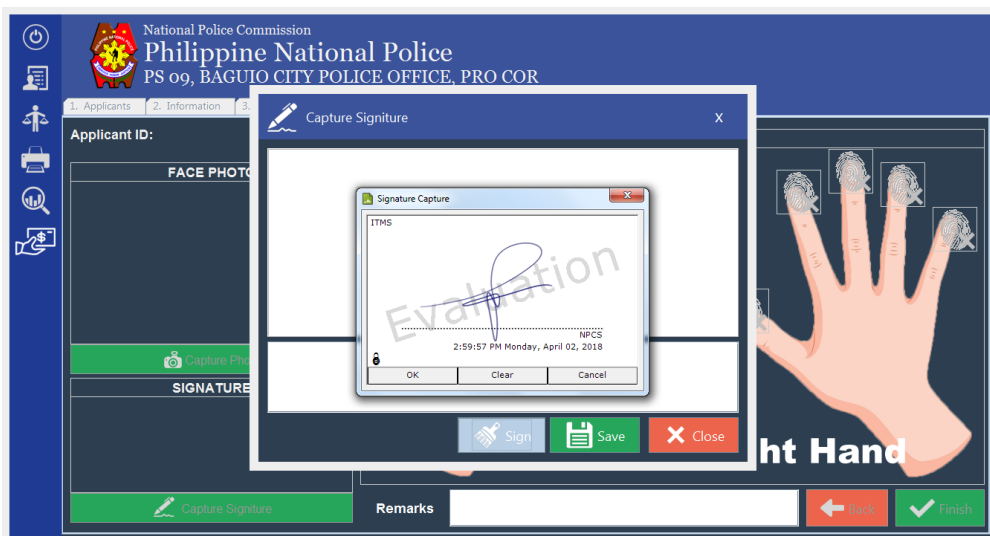
4. Then, click the **Close** button.

Signature Capture


1. Click **Capture Signature** to start for capturing signature.



2. Let the applicant to digitally sign using the signature pad. If there is a need to repeat the signature, click **Clear** button and let the applicant to sign again, then click **OK**.
3. Click **Save** and click the **Close** button.

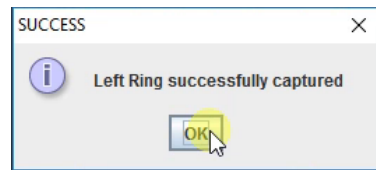


Fingerprint Capturing

1. To start the digital fingerprinting, click the **fingerprint icon** .
2. After you click the fingerprint icon, a dialog box appears on your screen and Clearance PNCO will assist the applicant to place his/her fingers in fingerprint scanner.
3. Then, click the **OK** button.



4. Wait until the message box has confirmed that your fingerprint have been captured and entered in the system.



- Repeat the procedure until you get all the fingers to be scanned.

In case of amputated fingers, indicate a remarks on the provided text box.

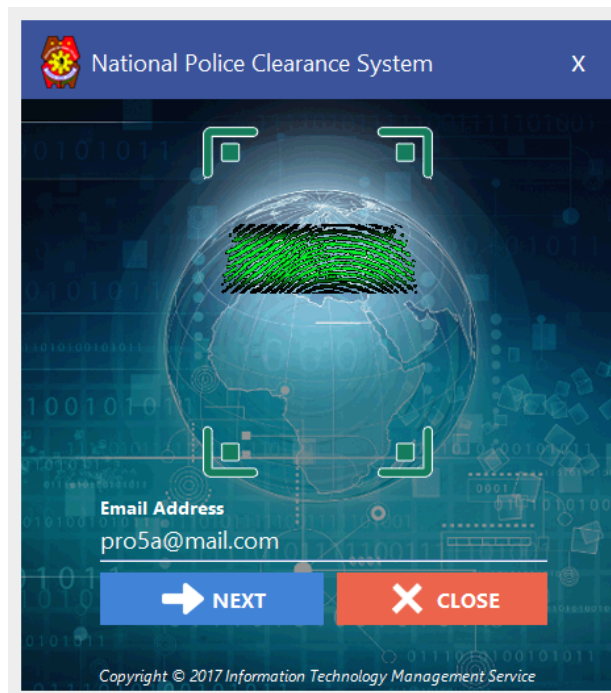
- After the biometric capturing, click the **Finish** button. The applicant must wait for his/her name to be called by Clearance PNCO for the release of clearance or verification.

C. Verification Process

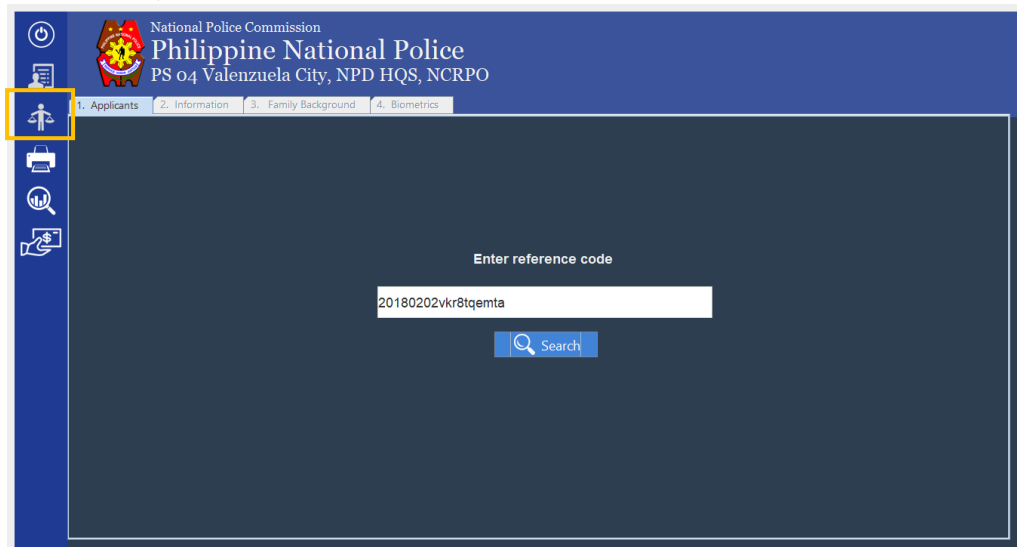
Note: This module can only be accessed by the Verification Officer

This process allows the Verification Officer to view all pending transaction and display the list of applicants with hit for verification process.

The Verification Officer shall log-in to NPCS using his/her biometric scanner to access the system. Type-in his/her email address, and Click Next Button. Then place the finger on the scanner as the password.



1. Within NPCS, click the **Verification** menu.



- Click **Pending Transactions** on the upper-right portion of the screen to show the list of applicants with hit (for verification).

VERIFICATION 0 PENDING TRANSACTIONS X

Search By: Name

Last Name: HERNANDEZ

First Name:

Middle Name:

Search

APPLICANTS INFORMATION

NAME

Date of Appointment

Test

Reference Number

REF

Verification Status

APPROVE

LIST OF HIT RECORDS

Name	Criminal Case No.	Criminal Offense	DB Source	Status

- To search for specific applicant, click the drop-down combo box. Choose whether to search by the *name* or search by *reference no.*
- If you choose searching by name, type-in the Last Name, First Name, and/or Middle Name accordingly. And, if you choose search the reference number, type-in the reference code. Then, click the **Search** button.
- On the lower left side of the screen, click the name of the applicant subject for verification and the basic information will appear. List of Hit records which includes the criminal case number, offense, database source (of record match/hit) will be displayed.
- Click every "Hit" record on the list to view the details. The Verification Officer shall verify all the details (e.g. first name, middle name, last name, picture, etc) to check if the applicant is the same person from the list of Hits or not.
- After the result of verification, the Verification Officer must click the appropriate button:

VERIFICATION 1 PENDING TRANSACTIONS X

Search By: Reference Number

Reference Number: Search

List of Applicant
ARMANDO BUSTAMANTE HERNANDEZ

ARMANDO BUSTAMANTE HERNANDEZ
Date of Appointment: April 02, 2018
Reference Number: 20180402D0CNZEXAOC
Verification Status: Pending

APPLICANT'S INFORMATION APPROVE

CASE DETAILS X

Name: ARMANDO BUSTAMANTE HERNANDEZ
Birth Date: 1982-09-21
Criminal Case No.:
Criminal Offense: ROBBERY INHABITED - On-Trial
Database Source: E-Rogue
Remarks:

VIEW PICTURE

FORWARD UNSOLVABLE CONFIRMED RESOLVED CLEARED

Cleared – if the applicant was determined **not** to be the same person who has “Hit” in the crime-related databases of the PNP

Confirmed – if the applicant was determined to be the **same** person who has a “Hit” in the crime-related databases of the PNP

Resolved – if the applicant was determined to be the **same** person who has a “Hit” in the crime-related databases of the PNP, **but** the case against him/her was already dismissed or resulted to an acquittal.

Unsolvable – if the verification cannot be solved at the station level.

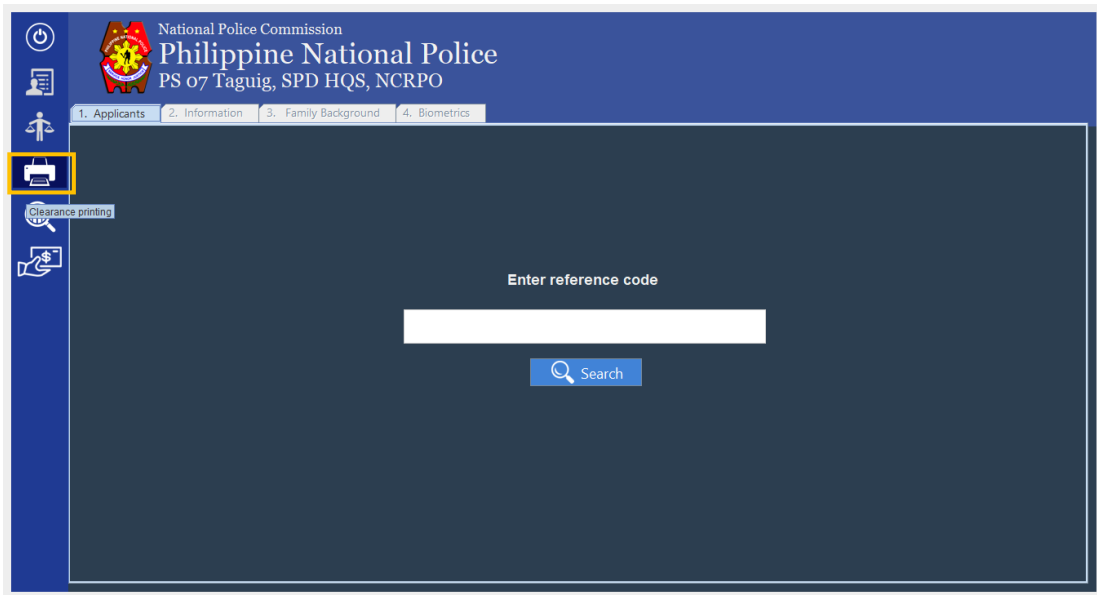
Once the Unsolvable button is clicked, Verification Officer may forward the verification process to concerned Police Station where the case was filed /encoded (if the “Hit” is from CIDMS/eRogue/CIRAS) or PPO (if the “Hit” it is from eWarrant)

Once forwarded, same steps of the verification process will be followed by the Verification Officer of the receiving Police Station.

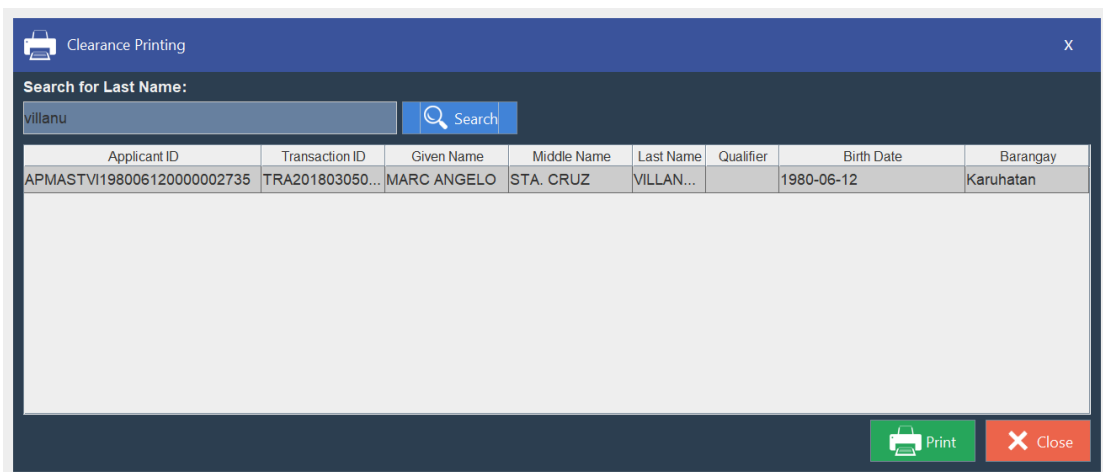
Lastly, result of the verification process once finished will be prompted to the Clearance PNCO for printing.

D. Clearance Printing

1. Within NPCS, click the **Clearance Printing** button.



2. In Clearance Printing screen, type-in the applicant's last name in the textbox provided. Click the **Search** button. The system will search the applicant's name on the database.
3. Next, click the applicant's name displayed on the table.

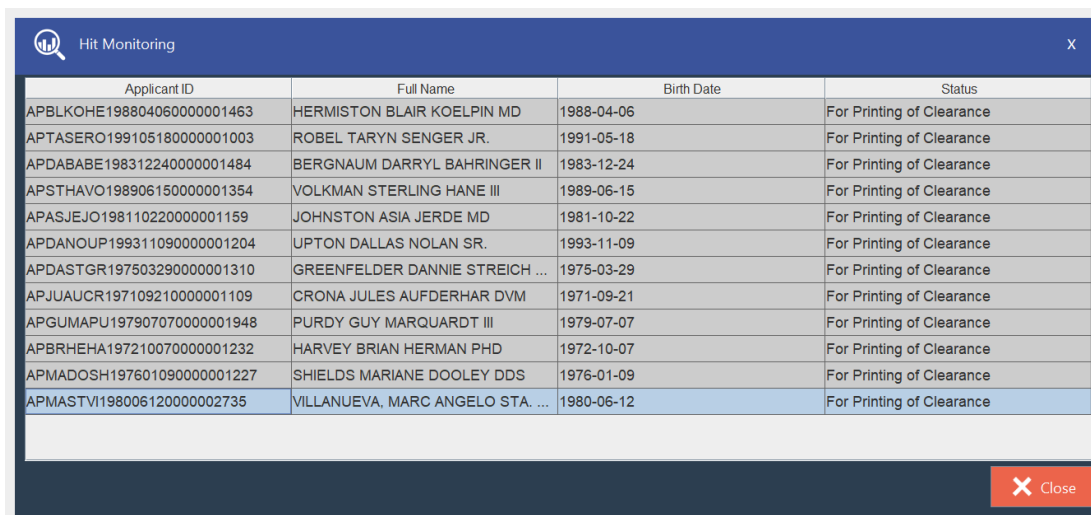
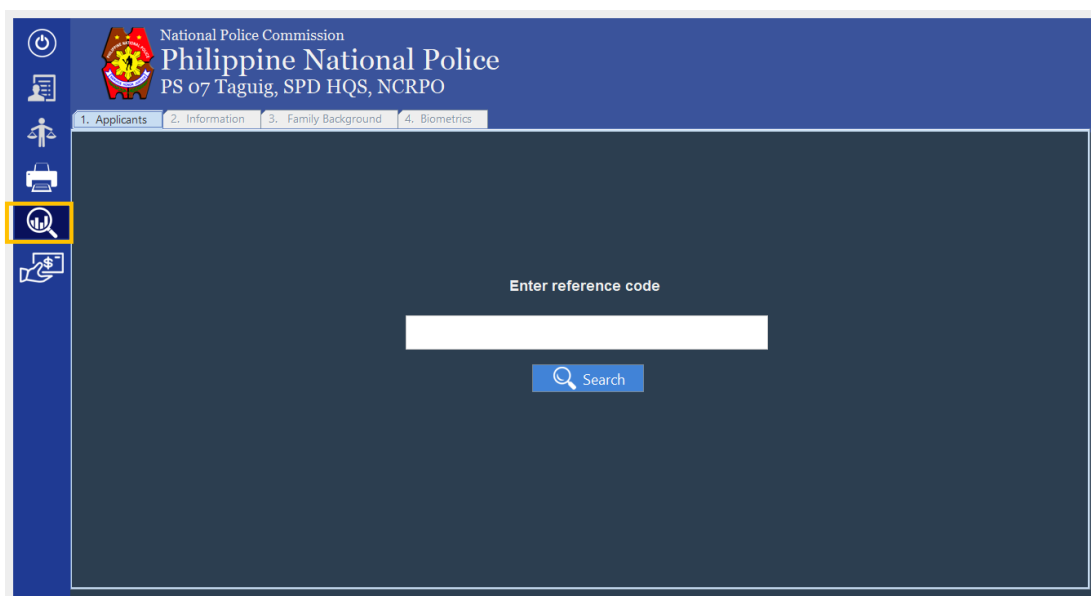


4. Then, click the **Print** button.
5. The National Police Clearance page preview will be displayed. Click **Print** icon to proceed on printing
6. To exit in Clearance Printing, click **Close** button.

E. Hit Monitoring

This allows the user to display all the applicant's name and its clearance status.

1. Within NPCS, click the **Hit Monitoring** button to display all the applicant's name and their clearance status..



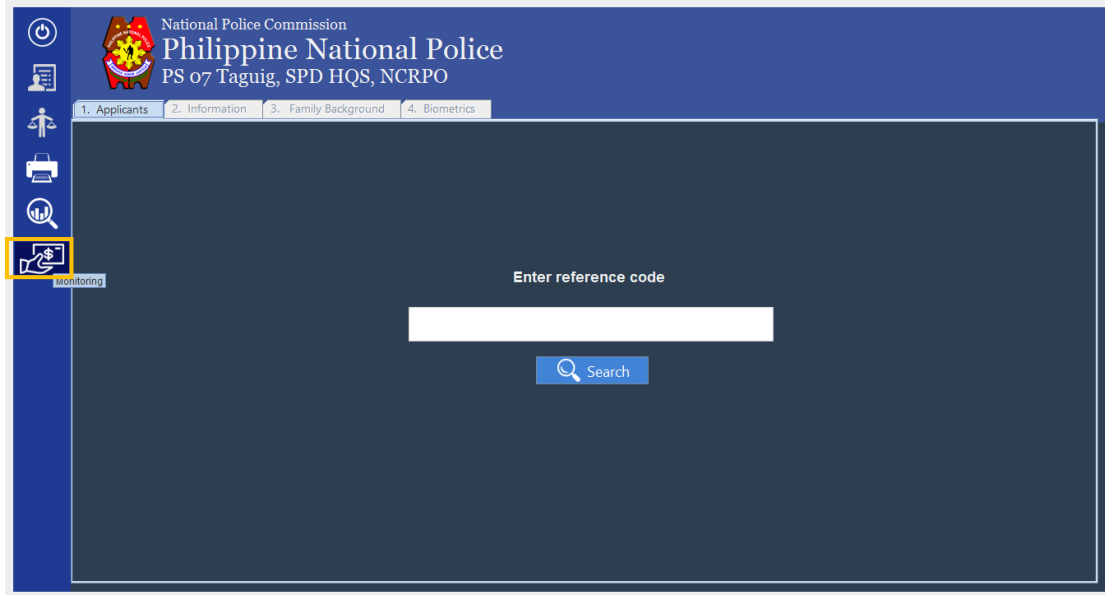
Applicant ID	Full Name	Birth Date	Status
APBLKOE198804060000001463	HERMISTON BLAIR KOELPIN MD	1988-04-06	For Printing of Clearance
APTASERO199105180000001003	ROBEL TARYN SENDER JR.	1991-05-18	For Printing of Clearance
APDABABE198312240000001484	BERGNAUM DARRYL BAHRINGER II	1983-12-24	For Printing of Clearance
APSTHAVO198906150000001354	VOLKMAN STERLING HANE III	1989-06-15	For Printing of Clearance
APASJEJO198110220000001159	JOHNSTON ASIA JERDE MD	1981-10-22	For Printing of Clearance
APDANOUN199311090000001204	UPTON DALLAS NOLAN SR.	1993-11-09	For Printing of Clearance
APDASTGR197503290000001310	GREENFELDER DANNIE STREICH ...	1975-03-29	For Printing of Clearance
APJUAUCR197109210000001109	CRONA JULES AUFDERHAR DVM	1971-09-21	For Printing of Clearance
APGUMAPU197907070000001948	PURDY GUY MARQUARDT III	1979-07-07	For Printing of Clearance
APBRHEHA197210070000001232	HARVEY BRIAN HERMAN PHD	1972-10-07	For Printing of Clearance
APMADOSH197601090000001227	SHIELDS MARIANE DOOLEY DDS	1976-01-09	For Printing of Clearance
APMASTVI198006120000002735	VILLANUEVA, MARC ANGELO STA. ...	1980-06-12	For Printing of Clearance

2. If the status is *"For Printing of Clearance"*, the Clearance PNCO shall proceed to printing. On the other hand, if the status is *"Proceed to Verification"*, Advise the applicant to wait for further advise from the Verification Officer for the Verification Process.
3. To exit in Hit Monitoring, click **Close** button.

F. Transaction Monitoring

Allows the user to view list of all transactions made for the specific date.

1. Within NPCS, click **Today's Transaction** menu.



2. You can search for transaction either by typing the applicant's name or pick-up the transaction's date. Then, click the **Search** button.
3. List of transactions made for a specific date will be displayed.
4. To exit, click **Close** button at the upper left corner of the window.

