



**CITIZEN'S CHARTER NO. Issuance of Certificate of Wildlife Registration (CWR)**

<b>Office or Division:</b>	Licenses, Patents and Deeds Division, DENR - National Capital Region			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Hobbyist (Beginners)			
<b>CHECK LIST OF REQUIREMENTS</b>				
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Certificate of Wildlife Registration (CWR) Application Form (Attached with 2x2 ID picture if available, if not Wildlife Resources Permitting Section (WRPS) personnel will take a picture of the applicant and will be printed and attached to the application)		Wildlife Resources Permitting Section, DENR-NCR; DENR-NCR website		
2. Proof of legal acquisition of the wildlife a. wildlife acquired under a prior permit issued by concerned DENR Offices; (e.g. CITES Import Permit, Wildlife Import Certification, Wildlife Collector's Permit, Local Transport Permit, Memorandum of Agreement or any DENR clearance/permit) b. wildlife acquired/purchased from legal sources (Wildlife Farm Permit, Certificate of Wildlife Registration) provided that the individuals of sold/disposed wildlife are progenies/offspring of parental stocks that are duly reported/registered with DENR thru the Breeding Report submitted (e.g. Official Receipt, Sales Invoice, Duly Notarized Deed of Sale/Donation/Exchange, etc.)		2. a. If source from import if CITES listed, CITES import permit from BMB. If non-CITES, Wildlife Import Certificate  2. b. Wildlife Farm Permit holders or CWR holders (Non-CITES listed species)		
3. Inspection Report		Concerned DENR-NCR-WRPS technical personnel		
4. Official Letter Request (1 original)		Only WSUP requires letter of request		
5. Documentary Stamp		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File CWR Application Form and submit documentary requirements to the Wildlife Resources Permitting Section (WRPS) Office in the North Ave., Diliman, Quezon City	. Evaluate the CWR Application Form and attached supporting documents  a. If customer submits defective CWR Application Form (e.g. with factual or typographical errors) or incomplete supporting documents, return application to the customer for correction and compliance b. If customer submits a properly accomplished CWR Application Form and complete documentary requirements  •Application receive, record in logbook and enter in ODTS, and refer to Chief-WRPS to assign inspector/s.  •Assigned inspector/s will proceed with either <b>Step 2A</b> or <b>2B</b> , whichever is applicable	None	30 min.	DMO II  Admin. Officer I  EMS II/OIC, WRPS
<b>Step 2.A</b> - If customer brought his/her wildlife species in WRPS Office for inspection	•Inspect the wildlife species and take geo-tagged photos •Prepare and submit report with recommendation to the Chief-WRPS after inspection conducted	None	2 hours (for inspection conducted at the Office)	Admin. Aide VI
<b>Step 2.B</b> - If customer prefers inspection of his/her wildlife species at his/her facility, coordinate with the assigned inspector for schedule date of on-site inspection			or  1 day (for inspection conducted at the facility of the applicant)  *completion of Inspection Report varies depending on the number and variety of wildlife species inspected	DMO II

	•Prepare and Issue Order of Payment to the applicant for the payment of CWR	None	3 mins.	Admin. Officer I EMS II/OIC, WRPS
Present Order of Payment and pay CWR fee to the Cashier	Receive payment and Issue Official Receipt for the payment of CWR fee	<ul style="list-style-type: none"> <li>•Php 50.00 for 1 to 50 Heads</li> <li>•Php 500.00 for 51 to 100 heads</li> <li>•Php 750.00 for 101-200 heads</li> <li>•Php 1,000.00 for 201 heads and above</li> </ul>	3 mins.	Admin. Aide VI
Submit Official Receipt to WRPS Office	•Attached Official Receipt to the CWR Application Form and forward it to the Chief-WRPS for Action	None	1 min.	Admin. Officer I
	•Attach duly signed Inspection Report to the Application and cause the drafting of the CWR	None	2 mins.	EMS II/OIC, WRPS
	•Prepare CWR and refer to Chief-WRPS for review and finalization	None	30 mins.	DMO II
	<ul style="list-style-type: none"> <li>•Review, Finalize and Affix initial to the CWR</li> <li>•Refer the draft CWR to Records Officer for updating the status of the application in logbook and in ODTS</li> <li>•Forwards the draft CWR to the Officer of Chief-LPDD thru the Liaison</li> </ul>	None	2 hours	EMS II/OIC, WRPS Admin. Officer I
	•Hand carry the draft CWR to the Office of the Chief, LPDD in East Ave., Quezon City	None	2 hours (including travel time)  *Liaison Office arrive at North Ave., Office from East Ave. Office within 2:00 to 3:00 PM	Liaison Officer
	<ul style="list-style-type: none"> <li>•Receive, record the draft CWR in logbook and in ODTS</li> <li>•Refer the draft CWR to the Chief, LPDD for appropriate action</li> <li>•Review and affix to draft CWR</li> <li>•Endorse/Forward the draft CWR to the Office of the Assistant Regional</li> </ul>	None	1 day	Admin. Officer I  Chief, LPDD

	<ul style="list-style-type: none"> <li>•Receive, record the draft CWR in logbook and in ODTS</li> <li>•Refer the draft CWR to ARD for Technical Services for appropriate action</li> <li>•Review and affix initial to the draft CWR</li> </ul>	None	1 day	Tracer  OIC Assistant Regional Director for Technical Services
	<ul style="list-style-type: none"> <li>•Receive, record the draft CWR in logbook and in ODTS</li> <li>•Review the draft CWR</li> <li>•Approve Certificate of Wildlife Registration by the Regional Executive Director</li> <li>•Stamp date of issuance, affix dry seal and barcode to the approved CWR</li> </ul>	None	1 day and 4 hours	Forest Ranger  Forester III  Regional Executive  Forest Ranger
	Hand carry the approved CWR to the WRPS Office at North Ave., Quezon City	None	2 hours  (including travel time)  *Liaison Officer depart NEC, East Ave., Quezon City on or before 2:00PM	Liaison Officer
	<ul style="list-style-type: none"> <li>•Receive approved CWR. Update the status of the draft CWR in logbook and in ODTS as approved CWR</li> <li>•Refer to WRPS Technical Personnel</li> </ul>	None	5 mins.	Admin. Officer I
	<ul style="list-style-type: none"> <li>•Affix documentary stamp and scan the approved CWR including all supporting documents for entry in database</li> <li>•Notify the applicant thru their FB messenger or SMS message</li> <li>•Return the scanned CWR to Records Officer for release</li> </ul>	None	15 mins.	DMO II
Claim and Receive Approved CWR	•Record and Release the approved CWR to the Applicant including the Official Receipt	None	5 mins.	Admin. Officer I
		Total number of days	4 days	
<p>Note: 4 days, 5 hours and 34 mins. Plus one (1) day in case inspection is conducted at the facility of the applicant.</p>				