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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
- Sample Textbox
- Sample Combo Box
- Sample Date Picker
- Sample Search Box
- Sample Info Message Box
- Sample Error Message Box
- Sample Data Grid Viewer
Sample Signature Capture

Sample Photo Capture

Sample Fingerprint Capture
III. Screen Flow

0 National Police Clearance System

1 Administrator (DIDM)  2 Administrator (Police Station)  3 Applicant  4 Processor  5 Verification Officer

4 Processor

4.1 Logout  4.2 View Applicant Account  4.3 Verification of Applicant w/ Hit  4.4 Clearance Printing  4.5 Hit Monitoring  4.6 Today’s Transactions
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.
4. Click the OK button.

B. Processing Police Clearance of the Applicant

Validation of Applicant’s information

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

2. 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.
Photo Capturing

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.
5. 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.

6. 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.
2. Click **Pending Transactions** on the upper-right portion of the screen to show the list of applicants with hit (for verification).

3. To search for specific applicant, click the drop-down combo box. Choose whether to search by the **name** or search by **reference no**.

4. 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.

5. 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.

6. 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.

7. After the result of verification, the Verification Officer must click the appropriate button:
**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.

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.