

# FREEDOM OF INFORMATION (FOI) PROGRAM

Agency: **Philippine National Police**

Receiving Officer: **Designated PNP FOI Receiving Officer**

Contact Nos: **(02) 723-0401 local 3596**

Office: **FOI Section, Public Information Division Directorate for Police Community Relations (DPCR)**

Receiving Office: **Public Information Division, DPCR  
Camp BGen Rafael T Crame, NHQ PNP, Quezon City**

## MODES OF REQUEST

### STANDARD REQUEST

#### ▶ Step 1

Proceed to the PNP Office /Unit you wanted to request for information. Fill out the prescribed PNP FOI Request Form and provide all the required information.



#### ▶ Step 3

The PNP will evaluate your request.



#### ▶ Step 4

The PNP will prepare the information for release based on your desired receipt preference (i.e. certified true copy, postal mail or private courier etc.).



#### ▶ Step 2

Submit the filled out Request Form to the FOI Receiving Officer. Attach a valid ID with picture to serve as proof of identity such as Company ID, GSIS/SSS ID, Voter's ID, Passport, Driver's License, PRC ID, Senior Citizen's ID, Postal ID, Philhealth ID, and Valid Student ID (with authorization from school/department head).



#### ▶ Step 5

The PNP will notify you within 15 working days.



#### FOI Appeals.

If the request for access of information is denied, requesting party can send a letter of appeal to the PNP Appeals and Review Committee (ARC) within 15 days from the receipt of Notice of Denial. The ARC shall decide the appeal within 30 working days from the date of its filing.

### eFOI REQUEST

#### ▶ Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph).



#### ▶ Step 4

Click the Make a Request button then select the agency (Philippine National Police).

Philippine National Police

#### ▶ Step 2

Click Login button and select the Sign Up button. Fill out the required fields to create an account. Attach a valid ID with picture (JPG File) to serve as proof of identity such as Company ID, GSIS/SSS ID, Voter's ID, Passport, Driver's License, PRC ID, Senior Citizen's ID, Postal ID, Philhealth ID, and Valid Student ID (with authorization from school/department head).

SIGN UP

#### ▶ Step 6

The agency will evaluate your request and will notify you within 15 working days.



#### ▶ Step 3

Once logged-in, you will be directed to your Dashboard.



#### ▶ Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.

Send My Request

#### ▶ Step 7

The PNP unit will prepare the information for release based on your desired format. It will be sent to you depending on your receipt preference.

