

ENFORCEMENT MANAGEMENT DIVISION (EMD) CHECKLIST

I. AUTHORITY TO DEPLOY PROTECTION AGENTS

- 1) Letter request to Chief, SOSIA by the PDA/PSA;
- 2) Photocopy of LTO of the PDA/PSA;
- 3) Photocopy of Accreditation to Deploy PAs (if applicant is PSA);
- 4) Photocopy of PAs' LESP (authenticated by Records Section, SOSIA);
- 5) Photocopy of FAs' license to be used by PAs;
- 6) Threat Assessment on VIP/Protectee, endorsed by the Regional Director, Police Regional Office where the VIP/Protectee resides;
- 7) Security Service Contract between PDA/PSA and VIP/Protectee;
- 8) Affidavit of Undertaking by the VIP/Protectee that the PA/s in his employ shall be utilized only for his protective security;
- 9) Certificate of Non Pending Case (from EMD, SOSIA);
- 10) Birth Certificate issued by PSA (Security Papers, original)
- 11) Passport issued by DFA (photocopy); and
- 12) In the event that the VIP/Protectee is a foreign national, the request shall be endorsed by the concerned embassy/consular office through diplomatic channels and subject to the approval of the Chief, PNP.

II. SPECIAL DUTY DETAIL ORDER

- 1) Letter request to Chief, SOSIA
- 2) Photocopy of Previous SDDO

III. ACCREDITATION TO DEPLOY PROTECTION AGENTS

- 1) Letter request
- 2) Photocopy of LTO (authenticated by Records Sec)
- 3) Listing of Prospective Clients
- 4) List of Licensed PAs
- 5) Photocopy of PAs' LESP (authenticated by Records Sec)
- 6) Latest MDR
- 7) Affidavit of Undertaking
- 8) Certificate of Non-Pending Case (from EMD)
- 9) Certificate of PSA in Operation (from Records Sec)

Note: PSA must be at least six (6) years in existence and a holder of a Regular LTO
Likewise, name of PSA must include, Investigative, Protective, Detective Services

IV. LETTER-AUTHORITY TO WEAR SPECIAL SET OF UNIFORM

- 1) Letter request of PSSPs addressed to Chief, SOSIA
- 2) Letter of Client to PSSP for the wearing of SSU
- 3) Photocopy of License to Operate
- 4) Notarized copy of the Security Service Contract between PSSP and Client indicating therein the expiration date of the contract
- 5) Detailed list of the PSP of the Client's establishment indicating therein their names and actual postings; (both internal and external/perimeter posts)
- 6) Pictures (4R) of PSP wearing the requested SSU in front, side and back view
- 7) Certificate of Non-Pending Case; no unpaid dues/penalties; no Light Weapons in possession/all Light Weapons are properly surrendered or turned-over to the PNP SOSIA/FEO

V. ACCREDITATION OF ARMORED VEHICLE

- 1) Letter request to Chief, SOSIA
- 2) Business Permit/SEC Certificate
- 3) Computerized sketch of office location/garage/motorpool with email/telephone number
- 4) A serialized identification number for each armored vehicle issued by ASAP
- 5) Notarized Test & Evaluation Certificate issued by provider or the manufacturer of the AV that the AV can withstand the impact of at least M14 or M16 bullets
- 6) Inventory list of AVs with result of Test & Evaluation report
- 7) LTO Certificate of Registration and OR
- 8) ASAP Membership
- 9) Certificate of Existing contract if leased by bank
- 10) Notarized list of AV Security Personnel with mandatory training in CBASTRAC
- 11) Proof of Payment of Application Fees
- 12) Clearances

New Applicant

- a) NBI/DI Clearance (NCR)
- b) NBI/RID Clearance (Region)
- c) NP Test
- d) Drug Test

Renewal

- a) DI (NCR) or RID (Region)
- b) NP Test
- c) Drug test

VI. ADMIN INSPECTION

- 1) Inspection Report
- 2) Location Map

VII. CERTIFICATE OF NON-PENDING CASE

- 1) Special Bank Receipt (SBR) for payment of P50.00 (Order of Payment (OP))
- 2) Letter Request
- 3) LTO (Authenticated)
- 4) Latest Monthly Disposition Report (MDR)
- 5) FRV/FIRMS (For Purchase of F/A)
- 6) Identification Card of Licensee

