

Issuance of Boat Registration Certificate

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Owner/s of boat with 3 Gross Tonnage and below

What are the requirements:

1. Barangay Clearance
2. Police Clearance
3. Duly accomplished Boat Registration Form
4. Stencil of motor engine

Total Processing Time:

- One (1) hour

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit application form together with the requirements to assigned OMA personnel	Receive and assess the submitted documents	5 minutes		Rico Aumentado
2	Accompany OMA personnel during inspection	Conduct boat inspection	35 minutes		
3	Proceed to Municipal Treasury Office and pay the corresponding fees	Prepare Boat Registration for signing of the concerned authorities	18 minutes	P100 - .99 GT & below P150 – 1-1.99 GT P200 – 2-3GT	
4	Claim Boat Registration Certificate	Issue Boat Registration Certificate	2 minutes		