



HB-03. Request for Certifications (Nautical Distances and Offshore Exploration Permit)

NAMRIA issues the following certifications that are required by the maritime industry:

1. Certificate of Nautical Distances
2. Certificate for Exploration Permit

The Certificate of Nautical Distance is required by the Maritime Industry Authority (MARINA) for the issuance of Certificate of Public Convenience to domestic shipping companies. The certificate indicates the distances between ports, which is used by MARINA in the computation of fare for ferry services.

The Certificate for Exploration Permit is required by the DENR-Mines and Geosciences Bureau (MGB) for the application for Exploration Permit by mining companies. The certificate indicates that the mining company registered with NAMRIA and that they will provide NAMRIA information that will be used for the issuance of notices to mariners or navigational warnings.

Office or Division:	Maritime Affairs Division (MAD)/ Nautical Publications Section (NPS)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Client		
2. Copy of Environmental Work Program for Offshore Exploration received by MGB				
3. External Client Request (ECR) (1 copy)		MAD Office Online (www.namria.gov.ph/forms.php)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired certification	1. Discuss details of the desired certification of the client	None	30 minutes per certification	NPS Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fill out Client Details in ECR form and submit required documents (request letter, Environment Work Program for Offshore Exploration, and ECR)	2. Review submitted documents and fill out Order Details in the ECR form 2.1. Provide the ECR to client	For Certificate of Nautical Distance: Php180.00 for the first 25 nautical miles plus Php25.00 per additional nautical miles For Certificate of Exploration Permit: Php2,500.00 per certificate	30 minutes	NPS Staff NPS Staff NPS Chief MAD Chief HB Director
3. Pay the required fees	3. Review the ECR 3.1. Issue the OP 3.2. Accept the payment 3.3. Issue the OR	None	20 minutes	MSO Staff
4. Submit OR and ECR	4. Prepare the Certificate and endorse to HB Director 4.1. Sign the Certificate and endorse to NPS through the MAD Chief	None	2 hours 30 minutes	NPS Staff NPS Chief MAD Chief HB Director
5. Receive the certificate	5. Release the certificate	None	5 minutes	NPS Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. For returning clients: Fill out Product Evaluation form	6. Check the completeness of the form	None	5 minutes	NPS Staff
	TOTAL	<p>For Certificate of Nautical Distance: Php180.00 for the first 25 nautical miles plus Php25.00 per additional nautical miles</p> <p>For Certificate of Exploration Permit: PhP2,500.00 per certificate</p>	4 hours	