**Procedure No:** ACA-PROC-REG-0012  
**Procedure Title:** Application for Good Moral Character Certificate  
**Related Policy:** ACA-POL-REG-0012 Issuance of Good Moral Character Certificate Policy  
**Date of Issue:** S.Y. 2009-2010  
**Effectivity:** S.Y. 2009-2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Office of the Registrar  
**Procedure Approval Authority:** Registrar  

**Procedure Description:** This procedure details the application and processing of request for Certificate of Good Moral Character.

**Areas of Responsibility:** Office of the Registrar

**Procedure Details:**

1. The requisitioner (student, graduate, parent of the minor) accomplishes a Records Request Application Form (RRAF), which can be secured from the Registrar’s Office. If the requisitioner is a non-graduate and not enrolled, he has to accomplish and submit a Student’s Clearance Form.
2. The requisitioner pays the processing fee to the cashier.
3. The requisitioner presents the receipt to the Information Desk Officer of the Registrar’s Office. The Information Desk Officer issues a claim stub indicating when the requisitioner can claim his Certificate.
4. The requisitioner claims his Certificate of Good Moral upon presentation of his claim stub and valid ID. In case of a representative, an authorization letter, claim stub and valid ID of the requisitioner and representative (see ACA-POL-REG-0012 for list of accepted IDs) should be presented upon release of the document.

**References:**
- Records Request Application Form
- Student’s Clearance Form

**Definition:**

**Help Page:** Office of the Registrar

**Prepared by:** Planning, Funding and Development Office

**Approved by:** Dr. Ma. Victoria U. Rosas  
**Date of Approval:**