



PROFESSIONAL REGULATION COMMISSION
LEGAL AND INVESTIGATION DIVISION

CERTIFICATE OF SURRENDER OF LICENSE AND/OR BOARD CERTIFICATE

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Submit the Professional ID Card and/or Certificate of Registration	Receive the Professional ID Card and/or Certificate of Registration	2 Minutes	Docket Officer	none	Professional ID Card and/or Certificate of Registration
2	Receive the Certification of Surrender	Issue Certification that the professional has surrendered PIC and/or COR	5 Minutes	Docket Officer	none	Certification of Surrender
3	Wait for the lapse if suspension or revocation	Seal the surrendered PIC/COR for safekeeping until the lapse of suspension or revocation	2 Minutes	Docket Officer	none	Certification of Surrender
4	Present the Certification of Surrender	Verify and return the surrendered documents	3 Minutes*	Docket Officer	none	Certificate of Surrender

*Not included in the normal process. It depends on the duration of the penalty.

END OF TRANSACTION