Motor Vehicle Registration Transactions

External Services

SALES REPORTING AND INITIAL REGISTRATION OF MOTOR VEHICLES

One of the core mandates of the LTO pursuant to Republic Act No. 4136 and other special laws is to register roadworthy and emission compliant motor vehicles.

Office or Division:	All New Registration Unit (NRU)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Accredited dealers, MV Owner
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Stock Report (1) Electronic Copy Or (1) Original Copy	**Agency - Division:** Accredited Manufacturer/Assembler/Importer/Rebuilder/Other Entities - N/A
2. Appropriate Insurance Certificate of Cover (Third Party Liability) (1) Electronic Copy And (1) Original Copy Remarks: Requires proof of electronic transmission	**Agency - Division:** Accredited insurance companies by the Insurance Commission / Government Service Insurance SystemSIS - N/A
3. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle (MV) Clearance Certificate and Special Bank Receipt (SBR) (1) Electronic Copy Or (1) Original Copy	**Agency - Division:** Philippine National Police - Highway Patrol Group - MV Clearance Division
4. Notarized Affidavit of Undertaking stated therein that all scanned copies are authentic reproduction of the original (1) Electronic Copy Or (1) Original Copy	Applicant / Client

5. LTO Client/Business ID
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Management System (LTMS) - N/A

For Situational Requirement

A. Brand New Locally Assembled / Manufactured Completely Built Units (CBU) / Imported CBUs / Brand new locally imported traileral Requirement

A.1. Sales Invoice
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Accredited Dealer - N/A

B. Brand new motorcycle with sidecar (TC)

B.1. Affidavit of Attachment for sidecar executed by the owner stating among other the date of completion
(1) Electronic Copy Or (1) Original Copy

Applicant / Client

B.2. Sales Invoice of Sidecar
(1) Electronic Copy Or (1) Original Copy

Applicant / Client

C. Tax Exempt

C.1. Duly accomplished Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - N/A

C.2. DOF Indorsement (Mabuhay Lane)
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Department of Finance (DOF) - N/A

C.3. Commercial Invoice
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

Sub Situational Requirement/s

C.a. For Diplomatic Vehicles

C.a.1. DFA Endorsement
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Department of Foreign Affairs - Protocol Office

C.b. For used imported motor vehicles

C.b.1. Release Certificate (1) Electronic Copy Or (1) Certified True Copy	*Agency - Division:* Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)
C.b.2. Certificate of Emission Compliance (CEC) (1) Electronic Copy Or (1) Original Copy	*Agency - Division:* Accredited Private Emission Testing Center (PETC) - N/A
C.b.3. Certificate of Title with English translation authenticated by the Embassy (1) Electronic Copy Or (1) Photo Copy	*Agency - Division:* Country of Origin - N/A
C.b.4. Certificate of Compliance to Emission Standards (CCES) (1) Electronic Copy Or (1) Original Copy	*Agency - Division:* Land Transportation Office - Regional Office

D. Used-Imported

Sub Situational Requirement/s

D.a. Exempted from EO 156/877-A : a.Trucks, excluding pick-ups with GVW above 6 tons; b. Buses with GVW above 12 tons; and c. Special purpose vehicles enumerated under Section 2. Article 2 of the EO 156

D.a.1. Proof of ownership

Any of the following:

D.a.1.A. Commercial invoice of Motor Vehicle *(1) Electronic Copy Or (1) Photo Copy*	*Agency - Division: Country of Origin - N/A*
D.a.1.B. Certificate of Title with English translation authenticated by the Embassy *(1) Electronic Copy Or (1) Photo Copy*	*Agency - Division: Country of Origin - N/A*

D.a.2. Inspection

Any of the following:

D.a.2.A. Motor Vehicle Inspection System Report (MVISR) *(1) Electronic Copy*	*Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A*

D.a.2.B. Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - District Office / Extension Office

Remarks:

This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles)

D.a.3. Certificate of Compliance to Emission Standards (CCES)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - Regional Office

---

D.b. 1.1.4.2. Owned and for personal use of a returning resident or immigrant / Trucks excluding pick-up trucks with GVW of 2.5- 6.0 tons / Buses with GVW of 6- 12 tons

D.b.1. Proof of ownership

Any of the following:

D.b.1.A. Commercial Invoice of Motor Vehicle
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

D.b.1.B. Certificate of Title with English translation authenticated by the Embassy
(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Country of Origin - N/A

D.b.2. Inspection

Any of the following:

D.b.2.A. Electronically transmitted Motor Vehicle Inspection System Report (MVISR)
(1) Electronic Copy

Agency - Division: Accredited Private Motor Vehicle Inspection Center (PMVIC) - N/A

D.b.2.B. Motor Vehicle Inspection Report (MVIR) *(1) Electronic Copy Or (1) Original Copy* *Remarks:* *This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles)*	*Agency - Division: Land Transportation Office - District Office / Extension Office*
D.b.3. Release Certificate (1) Electronic Copy Or (1) Certified True Copy	*Agency - Division:* Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)
D.b.4. Certificate of Compliance to Emission Standards (CCES) (1) Electronic Copy Or (1) Original Copy	*Agency - Division:* Land Transportation Office - Regional Office

D.c. Through the no dollar importation

D.c.1. Proof of ownership

Any of the following:

D.c.1.A. Commercial Invoice of Motor Vehicle *(1) Electronic Copy Or (1) Photo Copy*	*Agency - Division: Country of Origin - N/A*
D.c.1.B. Certificate of Title with English translation authenticated by the Embassy *(1) Electronic Copy Or (1) Photo Copy*	*Agency - Division: Country of Origin - N/A*

D.c.2. Authority under the No Dollar Importation
(1) Electronic Copy Or (1) Original Copy Or (1) Certified True Copy

Remarks:

If no authority, Seizure Proceedings and Notice of Award

Agency - Division: Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)

D.c.3. Affidavit of first and last importation
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

D.c.4. Inspection

Any of the following:

D.c.4.A. Motor Vehicle Inspection System Report (MVISR)
(1) Electronic Copy

Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A

D.c.4.B. Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Remarks:

This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles).

Agency - Division: Land Transportation Office - District Office / Extension Office

---

D.c.5. Release Certificate
(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)

D.c.6. Certificate of Compliance to Emission Standards (CCES)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - Regional Office

---

E. Rebuilt trucks and buses

Sub Situational Requirement/s

E.a. With new or used imported engine and/or chassis

E.a.1. Commercial / Sales Invoice (1) Electronic Copy Or (1) Photo Copy	*Agency - Division:* Country of Origin - N/A
E.a.2. Affidavit of Rebuilt executed by the accredited rebuilder, stating among others the date of completion (1) Electronic Copy Or (1) Original Copy	*Agency - Division:* Accredited rebuilder - N/A
E.a.3. Certificate of Stock Reported (CSR) of rebuilt truck / bus (1) Electronic Copy Or (1) Original Copy	*Agency - Division:* LTO Central Office / Regional Office - Operations Division
E.a.4. DTI – FTEB Endorsement (1) Electronic Copy Or (1) Certified True Copy	*Agency - Division:* Department of Trade and Industry (DTI) - Fair Trade Enforcement Bureau (FTEB)

E.a.5. Inspection

Any of the following:

E.a.5.A. Motor Vehicle Inspection System Report (MVISR) *(1) Electronic Copy*	*Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A*
E.a.5.B. Motor Vehicle Inspection Report (MVIR) *(1) Electronic Copy Or (1) Original Copy* *Remarks:* *This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles).*	*Agency - Division: Land Transportation Office - District Office / Extension Office*

E.a.6. Certificate of Compliance to Emission Standards (CCES)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - Regional Office

---

F. Imported motor vehicles acquired through public bidding

F.1. Certificate of Payment (CP)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

F.2. Official Receipt evidencing payment of acquisition cost
(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Bureau of Customs (BOC) - N/A

F.3. Notice of Award
(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Bureau of Customs (BOC) - N/A

F.4. Inspection

Any of the following:

F.4.A. Motor Vehicle Inspection System Report (MVISR)
(1) Electronic Copy

Agency - Division: Private Motor Vehicle Inspection Center (PMVIC) - N/A

F.4.B. Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - District Office / Extension Office

Remarks:

This document must be accompanied with Certificate of Emission Compliance (CEC) (with electronic transmission simultaneously) from Accredited Private Emission Testing Center (PETC) (except for Electric Vehicles).

G. Unregistered Conveyances Confiscated Pursuant to Section 77-A of Presidential Decree No. 705, as Amended

G.1. Final Order or Decision, Certificate of Finality of Order or Decision and Writ of Execution attesting to the confiscation or forfeiture of the subject conveyance
(1) Electronic Copy Or (1) Certified True Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

G.2. Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - District Office / Extension Office / Motor Vehicle Inspection Center (MVIC)

G.3. Proof of publication of the approved application for registration for three consecutive weeks in any newspaper of general circulation
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

G.4. Certificate of Emission Compliance (CEC)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Private Emission Testing Center (PETC) - N/A

H. Unregistered Vehicles Seized and Forfeited in Favor to the Bureau of Customs (BOC)

H.1. Certificate of Payment (CP)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

H.2. Seizure/Forteiture Order
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

H.3. Motor Vehicle Inspection Report (MVIR)
(1) Electronic Copy Or (1) Original Copy

Agency - Division: Land Transportation Office - District Office / Extension Office / Motor Vehicle Inspection Center (MVIC)

I. Imported vintage vehicles with source documents which are not yet registered

I.1. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID of the motor vehicle owner

- **Philippine Identification (PhilID) Card**
- **Philippine passport**
- **Social Security System (SSS) Card**
- **UMID Card**
- **PhilHealth ID**
- **TIN Card**
- **Postal ID**
- **Voter's ID**
- **Professional Regulation Commission (PRC) ID**
- **Senior Citizen ID**
- **OFW ID**
- **Overseas Workers Welfare Administration (OWWA) ID**
- **National Council of Disabled Affairs (NCDA) ID**
- **Solo Parent ID**

- **Voter's Certification**
- **Government Services and Insurance System (GSIS) e-Card**
- **Seaman's Book**
- **Government Owned and/or Controlled Corporations (GOCC) ID**
- **Home Development Mutual Fund (HDMF) ID**
- **Department of Social Welfare and Development (DSWD) Certification**
- **Integrated Bar of the Philippines (IBP) ID**

I.2. Certificate of Title issued by the country of origin or Commercial Invoice
(1) Electronic Copy Or (1) Original Copy — Applicant / Client

I.3. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698
(1) Original Copy — Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Land Transportation Management System (LTMS) 1.A.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: *1.A.1. Logs-in to MAIRDOE Portal and open Sales Invoice Report module* *1.A.2. Uploads Original Sales Invoice and encodes Invoice details* *1.A.3. Enters Certificate of Stock Report (CSR) Number and Engine or Chassis Number* *1.A.4. Enters Buyer details (Client ID/Business ID)*	1.A.1. None.	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Transfer Fee: PHP 50 Total: PHP 60 **Formula Fees** Breakdown: For Electric/Hybrid & Delinquent RegistrationPRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year ModelFOR HIRE - Based	1 minute/s	• N/A;
	1.A.2. None.		1 minute/s	• N/A;
	1.A.3. None.		1 minute/s	• N/A;
	1.A.4. None.		1 minute/s	• N/A;
	1.A.5. None.		1 minute/s	• N/A;
	1.A.6. Approves documentary requirements		30 minute/s	• Approving Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.A.7. None.		1 minute/s	• N/A;

1.A.5. Opens Sales Reporting and Initial Registration Module *1.A.6. Enters CSR Number and uploads documentary requirements* *1.A.7. Processes payment online* *1.A.8. None* *1.A.9. None*	1.A.8. Prints Certificate of Registration (CR) and RFID Sticker	on Gross Vehicle Weight (GVW) VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)Convenience FeeCost of Plate	1 hour/s	• Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.A.9. Releases Plates and RFID Sticker		30 minute/s	• Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
LTO IT 1.B.Please refer to notes/instructions below. Location: NRU / Authorized DO/EO Notes/Instruction: *1.B.1. Submits requirements* *1.B.2. None* *1.B.3. None* *1.B.4. None* *1.B.5. Proceeds to Cashier for payment of fees.* *1.B.6. Receives OR.* *1.B.7. None* *1.B.8. None* *1.B.9. Presents OR* *1.B.10. Receives OR, CR, sticker, plates and RFID sticker.*	1.B.1. Receives requirements and evaluates the completeness and authenticity of the requirements.	**Standard Fees** Breakdown: Computer Fee: PHP 169.06 Legal Research Fund: PHP 10 Total: PHP 179.06 **Formula Fees** Breakdown: Registration/Transaction Fees	10 minute/s	• Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.2. Retrieves Motor Vehicle (MV) information from the system and generates transaction ID.		10 minute/s	• Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.3. Encodes / supplies details not cascaded from MAIDRs.		10 minute/s	• Input Clerk; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.4. Approves transaction.		30 minute/s	• Approving Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.5. For the payments made through e-PAT, verifies Payment Reference Number through the Merchant Payment Inquiry Facility		50 minute/s	• Cashier; All New Registration Units (NRU) and Authorized District/Extension Offices

	under process payment module.			
	1.B.6. Prints and issues Official Receipt (OR).		10 minute/s	• Cashier; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.7. Prints Certificate of Registration (CR).		15 minute/s	• Supply Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.8. Reviews transaction and signs CR.		30 minute/s	• Chief of Office; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.9. Tags as released plates and sticker.		15 minute/s	• Supply Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.B.10. Issues OR, CR, sticker, plates and RFID sticker.		15 minute/s	• Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices
Other Entities 1.C.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: *1.C.1. Logs-in to MAIRDOE Portal and open Sales Reporting and Initial Registration Module.*	1.C.1. None.	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 **Formula Fees** Breakdown: Registration /	1 minute/s	• N/A;
	1.C.2. Evaluates and approves documentary requirements.		30 minute/s	• Evaluator; All New Registration Units (NRU) and Authorized District/Extension Offices
	1.C.3. Approves initial registration application and creates CSV.		15 minute/s	• Chief or Designated Approving Officer; All New

1.C.2. Enters Certificate of Stock Report (CSR) Number and uploads documentary requirements.		Transaction Fees		Registration Units (NRU) and Authorized District/Extension Offices
1.C.3. None.	1.C.4. None.		1 minute/s	• N/A;
1.C.4. Processes payment online. *1.C.5. Receives OR/CR, plates and RFID Sticker.*	1.C.5. Prints Certificate of Registration (CR) and Releases of Plates and RFID Sticker.		1 hour/s	• Releasing Officer; All New Registration Units (NRU) and Authorized District/Extension Offices

General Remarks

For Diplomat Motor Vehicles (MVs): Diliman District Office Only

For Used Imported: New Registration Units and Authorized District Offices/Extension Offices which has juridistiction in its port of entry

For Imported vintage vehicles with source documents which are not yet registered: New Registration Unit - Central Office only

Total Processing Time:	
***For Land Transportation Management System (LTMS)**	Working Days: 2 hour/s, 6 minute/s
***For LTO IT**	Working Days: 3 hour/s, 15 minute/s
***For Other Entities**	Working Days: 1 hour/s, 47 minute/s

Total Processing Fee:	
***For Land Transportation Management System (LTMS)**	Total Standard Fee: PHP 60 See other fees below
***For LTO IT**	Total Standard Fee: PHP 179.06 See other fees below
***For Other Entities**	Total Standard Fee:

	PHP 10 See other fees below

Formula / Schedule of Fees

For Electric/Hybrid & Delinquent Registration

For Electric Vehicles - 30% discount for MVUC
For Hybrid Vehicles - 15% discount for MVUC

50% penalty shall be collected for delinquent registration

PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year Model

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs.

1. Year 2001 Onwards (Regardless of Year Model) - P1,600.00

2. Year 1995 to 2000 - P2,000.00

3. Year 1994 & Below - P1,400.00

B. Medium Vehicles 1,600 to 2,300 kgs.

1. Year 2001 Onwards - P3,600.00

2. Year 1997 to 2000 - P6,000.00

3. Year 1995 & 1996 - P4,800.00

4. 1994 and below - P2,400.00

C. Heavy Vehicles 2,301 kgs. & Up

1. Year 2001 Onwards - P8,000.00

2. Year 1995 to 2000 - P12,000.00

3. Year 1994 & Below - P5,600.00

D. Motor Cycles

1. Without Sidecar - P240.00

2. With Sidecar (including three-wheeled vehicle -cargo type) - P300.00

UTILITY VEHICLES AND SUV MODELS 1990 & EARLIER

A. GVW up to 2,700 kgs. - P2,000.00

B. GVW over 2,700 kgs. - P2,000.00 + [(GVW^{b} - 2,700 kgs.)x 0.40)]

SPORTS UTILITY VEHICLE (SUV)

A. GVW up to 2,700 kgs. - P2,300.00

B. GVW over 2,700 kgs. - P2,300.00 + [(GVW^{b} - 2,700 kgs.) x 0.46]

TRUCKS/BUSES

A. GVW up to 2700 kgs. - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [GVW^b - 2,700 kgs.) x 0.24]

TRAILERS

GVW^b x 0.24

Weekly Surcharge for (1) MC/TC - 100.00

FOR HIRE - Based on Gross Vehicle Weight (GVW)

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs. - P900.00

B. Medium Vehicles 1,601 to 2,300 kgs. - P1,800.00

Note: All For Hire Passenger Cars are Ageless

UTILITY VEHICLES (UV)

GVW up to 4,500 kgs. - GVW^b x 0.30

SPORTS UTILITY VEHICLE (SUV)

a. GVW up to 2,700 kgs. - P2,300.00

b. GVW in excess of 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs) x 0.46]

MOTORCYCLES/MOPEDS/TRICYCLES

A. Without Sidecar - P240.00

B. With Sidecar - P300.00

TRUCKS

A. GVW up to 2,700 kgs - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [(GVW^b - 2,700 kgs) x 0.30]

TRUCKS/BUSES

GVW over 4,500 kg. - GVW^b x 0.30

TRAILERS

GVW^b x 0.24

Note:

1. Cross over is defined as having an engine of a light car and a body of a Utility Vehicle or a Sports Utility Vehicle.

2. b. Any uneven weight of less than 100 kilograms, shall be taken and considered as equivalent to 100 kilograms for purposes of computing the collectible MVUC. (Section 5c of MC No. BGC-MC-01328-A dated 01 February 2001)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)				
VEHICLE CATEGORY	VEHICLE TYPE	DEFINITION	MVUC FEE	
			PRIVATE AND GOVERNMENT	FOR HIRE
L1	Mopeds	2-Wheeled vehicle, engine cylinder capacity not	P240.00	-

		exceeding 50cm3 Speed not exceeding 50 km/h		
L2	Mopeds	3-Wheeled vehicle, engine cylinder capacity not exceeding 50cm3 Speed not exceeding 50 km/h	P240.00	-
L3	Motorcycle w/o Sidecar	2-Wheeled vehicle, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P240.00	-
L4	Motorcycle w/ Sidecar	3-Wheeled asymmetrically, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P300.00	P300.00
L5	Three Wheeled Vehicle	3-Wheeled symmetrically, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P1,600.00	P900.00
L6	Quadricycle	4-Wheeled, engine cylinder capacity not exceeding 50cm3 Speed not exceeding 45 km/h Unladen mass is not more than 350kgs	P1,600.00	-
L7	Quadricycle	4-Wheeled, other than classified for Category L6, unladen mass not more than 400kgs (550kgs for vehicles intended for carrying goods)	P1,600.00	-
M1	Passenger Car, Utility Vehicle, or Sports Utility Vehicle	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat	Passenger Car A. Light Vehicles up to 1,600kgs a. Year 2001 onwards - P1600.00 b. Year 1995 to 2000 - P2,000.00 c. Year 1994 & Below - P1,400.00 B. Medium Vehicles 1,600 to 2,300kgs a. Year 2001 Onwards - P3,600.00 b. Year 1997 to 2000 - P6,000.00 c. Year 1995 & 1996 - P4,800.00 d. 1994 and Below - P2,400.00 C. Heavy Vehicles 2,301kgs and Up a. Year 2001 Onwards - P8,000 b. Year 1995 to 2000 - P12,000 c. Year 1994 & Below - P5,600	Passenger Car A. Up to 1,600kgs - P900.00 B. 1,601 to 2,300kgs - P1,800.00

			UV and SUV Models 1990 and Earlier A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}– 2,700kgs) x 0.40] Example: GVW = 2,820kgs P2,000.00 + [(2,900-2,700) x 0.40] = P2,080.00	UV GVW up to 4,500kgs - GVW^{b} x 0.30 Example: 4,300 x 0.30 = P1,290.00
			SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^{b}– 2,700kgs) x 0.46] Example: GVW = 2,800kgs P2,300.00 + [(2,800-2,700) x 0.46] = P2,346.00	SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^{b}–2,700kgs) x 0.46] Example: GVW = 2,800kgs P2,300.00 + [(2,800-2,700) x 0.46] = P2,346.00
M2	Utility Vehicle	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass not exceeding 5 tonnes	As UV A.GVW up to 2,700kgs - P2,000.00 B. GVW 2,700 to 4,500kgs - P2,000 + [(GVW^{b}–2,700kgs) x 0.40] Example: GVW = 2,820kgs P2,000.00 + [(2,900-2,700) x 0.40] = P2,080.00	As UV GVW up to 4,500kgs - GVW^{b} x 0.30 Example: GVW = 4,350 4,400 x 0.30 = P1,320.00
			As Bus GVW 4,501 to 5,000kgs - P1,800.00 + [(GVW^{b}– 2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00	As Bus GVW 4,501 to 5000kgs - GVW^{b} x 0.30 Example: GVW = 5,000kgs 5,000kgs x 0.30 = P1,500.00
M3	Bus	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass exceeding 5 tonnes	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW^{b}– 2,700kgs) x 0.24] Example: GVW = 4,600kgs P1,800.00 + [(4,600-2,700) x 0.24] = P2,256.00	GVW^{b} x 0.30 Example: GVW = 6,000kgs 6,000kgs x 0.30 = P1,800.00
N1	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes	A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}– 2,700kgs) x 0.40] Example: GVW = 3,500kgs P2,000.00 + [(3,500-2,700) x 0.24] = P2,192.00	GVW up to 4,500kgs - GVW^{b} x 0.30 Example: 3,500 x 0.30 = P1,050.00

N2	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes	UV A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}– 2,700kgs) x 0.40] Example: GVW = 4,500kgs P2,000.00 + [(4,500-2,700) x 0.24] = P2,192.00	UV GVW up to 4,500kgs - GVW^{b} x 0.30 Example: 4,500 x 0.30 = P1,350.00
			Truck P1,800.00 + [(GVW^{b}– 2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00	Truck P1,800.00 + [(GVW^{b}-2,700kgs) x 0.24] Example: GVW = 5,000kgs P1,800.00 + [(5,000-2,700) x 0.24] = P2,352.00
N3	Trucks	Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes	GVW over 4,500kgs - P1,800.00 + [(GVW^{b}– 2,700kgs) x 0.24] Example: GVW = 15,000kgs P1,800.00 + [(15,000-2,700) x 0.24] = P4,752.00	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW^{b}-2,700kgs) x 0.30]
O1	Trailers	Trailers with a maximum mass not exceeding 0.75 tonnes	GVW^{b} x 0.24 Example: 750kgs x 0.24 = P180.00	GVW^{b} x 0.24 Example: 750kgs x 0.24 = P180.00
O2	Trailers	Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
O3	Trailers	Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
O4	Trailers	Trailers with a maximum mass exceeding 10 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
Special Purpose Vehicle				
Motor Caravan	UV, Bus, Truck	A special purpose M1 category vehicle constructed to include accommodation space which contains at least seats and table, sleeping accommodation which may be converted from the seats, cooking facilities and storage facilities. This equipment shall be rigidly fixed to the living compartment; however, the table may be designed to be easily removable	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	
Armored Vehicle	UV	Vehicle intended for the protection of conveyed passengers and/or goods and complying with armour		

		plating anti-bullet requirements	
Ambulance	UV	Motor Vehicle of category M intended for the transport of sick or injured people and having special equipment for such purpose	
Hearse	Passenger Car	Motor vehicle intended for the transport of deceased people and having special equipment for such purpose	

Convenience Fee

Varies on the Payment Channel

Cost of Plate

Cost of Plate - Motor Vehicle - Php 450.00
Cost of Plate - Trailer - Php 224.00
Cost of Plate - MC - Php 120.00

Registration/Transaction Fees

Please refer to the schedule of fees above.

Registration / Transaction Fees

Please refer to schedule of fees above.

RENEWAL OF MOTOR VEHICLE (MV) REGISTRATION

Pursuant to Republic Act No. 4136 and other special laws, one of the core mandates of the LTO is to register roadworthy and emission compliant motor vehicles for the current year depending on the plate ending.

Office or Division:	Registration Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Official Receipt/Certificate of Registration OR/CR (for initial renewal in MVIRS only) not applicable for online renewal (1) Photo Copy	Applicant / Client
2. Insurance Any of the following:	
2.A. Electronically Authenticated Insurance Certificate of Cover (COC) (1) Electronic Copy	**Agency - Division:** Accredited insurance companies by the Insurance Commission - N/A
2.B. Certificate of Cover (COC) issued by GSIS, if interconnectivity is not yet available (for government vehicles) (1) Original Copy	**Agency - Division:** Government Service Insurance System (GSIS) - N/A
3. Inspection Any of the following:	
3.A. Electronically transmitted Motor Vehicle Inspection System Report (MVISR) (1) Electronic Copy	**Agency - Division:** Private Motor Vehicle Inspection Center (PMVIC) - N/A

3.B. Motor Vehicle Inspection Report (MVIR) not applicable for online renewal
(1) Original Copy

Agency - Division: Land Transportation Office
District Office / Extension Office - N/A

Sub Requirement

3.B.A. Electronically transmitted Certificate of Emission Compliance (CEC)

3.B.A.1. Certificate of Emission Compliance (CEC) for MVs/MCs not inspected at PMVICs (except for Electric Vehicles) not applicable for online renewal
(1) Electronic Copy

Agency - Division: *Private Emission Testing Center (PETC) - N/A*

For Situational Requirement

A. Diplomat

A.1. Endorsement with control number
(1) Original Copy

Agency - Division: Department of Foreign Affairs (DFA) Protocol's Office - N/A

B. Other Exempt Vehicle (OEV) under Special Economic Zones

B.1. Certification that the Motor Vehicle is still classified as Other Exempt Vehicle (OEV)
(1) Original Copy

Agency - Division: Concerned special economic zones - N/A

C. For Hire

C.1. Franchise Confirmation

Any of the following:

C.1.A. Electronically transmitted franchise confirmation
(1) Electronic Copy

Agency - Division: Land Transportation Franchising and Regulatory Board (LTFRB) - N/A

C.1.B. b
(1) Original Copy

Applicant / Client

C.2. Certified Copy of the valid Motorized Tricycle Operator's Permit with Official Receipt (MTOP) (For Tricycles only)
(1) Original Copy

Agency - Division: Concerned municipal or city government office - N/A

D. Stolen and Recovered

D.1. Lifting of General Alarm
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.2. Report of Recovery
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.3. Alarm Sheet
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine National Police (PNP), other law enforcement agencies - N/A

D.4. Report

Any of the following:

D.4.A. PNP Crime Laboratory (macro etching report)
(1) Original Copy

Agency - Division: Philippine National Police (PNP) - N/A

D.4.B. National Bureau of Investigation (NBI) report
(1) Original Copy

Agency - Division: National Bureau of Investigation (NBI) - N/A

D.5. Certificate of re-stamping in case of tampered engine / chassis
(1) Original Copy

Agency - Division: Land Transportation Office - Concerned Regional Office

E. Reactivation of Storage

E.1. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Applicant / Client

E.2. If For-Hire

Any of the following:

E.2.A. Confirmation of Valid Franchise
(1) Electronic Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

E.2.B. Motorized Tricycle Operator's Permit (MTOP) with valid Official Receipt (OR)
(1) Original Copy

Agency - Division: Concerned Local Government Unit (LGU) - N/A

F. Online Renewal

F.1. With previous LTMS renewal transaction
(1) Electronic Copy — Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Individual (Portal) 1.A.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: *1.A.1. Log-in to Public Portal* *1.A.2. Validates requirements (scan and upload franchise for for-hire and GSIS insurance for government)* *1.A.3. Clicks Proceed to Payment* *1.A.4. Selects payment channel and clicks proceed to summary* *1.A.5. Saves application confirmation* *1.A.6. Pays necessary fees* *1.A.7. Receives Official Receipt via Email*	1.A. None.	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 **Formula Fees** Breakdown: PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year ModelFOR HIRE - Based on Gross Vehicle Weight (GVW) VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)Science Tax (For Motorcycle and Tricycle Only)Cost of Plate	1 minute/s	• N/A;

Individual (Walk-in) 1.B.Please refer to notes/instructions below. Location: Authorized District / Extension Offices Notes/Instruction: *1.B.1. Submits Client ID number* *1.B.2. None.* *1.B.3. None.* *1.B.4. Pays necessary fees.*	1.B.1. Receives Client ID number and validates requirements	**Formula Fees** Breakdown: Registration / Transaction Fees	3 minute/s	• Evaluator; All Authorized District Offices
	1.B.2. Print Application Confirmation		5 minute/s	• Evaluator; All Authorized District Offices
	1.B.3. Approves uploaded requirements (GSIS insurance - for government, franchise - for hire)		7 minute/s	• Approving Officer; All Authorized District Offices
Organization/Company (Portal) 1.C.Please refer to notes/instructions below. Location: LTMS Portal Notes/Instruction: *1.C.1. Logs-in to Public Portal* *1.C.2. Validates requirements (scan and upload franchise for for-hire and GSIS insurance for government)* *1.C.3. Clicks Proceed to Payment* *1.C.4. Selects payment channel and clicks proceed to summary* *1.C.5. Saves application confirmation* *1.C.6. Pays necessary fees* *1.C.7. Receives Official Receipt via Email*	1.C.1. Logs-in to Internal Portal	**Formula Fees** Breakdown: Registration / Transaction Fees	1 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.2. Encode Client's Transaction Code.		3 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.3. Acknowledges client's payment and prints Official Receipt.		2 minute/s	• Client Service Officer;
	1.C.4. Encodes the Transaction Code provided by the client.		1 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.5. Validates and approves the uploaded requirements.		2 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.6. Proceed to Registration Record.		3 minute/s	• Client Service Officer; All Authorized District Offices
	1.C.7. Proceeds to Releasing Items and issues Official Receipt.		3 minute/s	• Client Service Officer; All Authorized District Offices

Organization/Company (Walk-in) 1.D.Please refer to notes/instructions below. Location: Authorized District / Extension Office Notes/Instruction: *1.B.1. Submits Client ID number* *1.B.2. None.* *1.B.3. None.* *1.B.4. Pays necessary fees.*	1.D.1. Receives Client ID number and processes the transaction.	**Formula Fees** Breakdown: Registration / Transaction Fees	15 minute/s	• Client Service Officer; All Authorized District Offices
	1.D.2. Receives payment and issues Official Receipt.		10 minute/s	• Cashier;

General Remarks

A. Registration Section, Central Office (Government, Diplomatic, Vehicles owned by Government Employees/OFW or other Vehicles as may be deemed necessary)

B. LTO District Offices (DOs) / Extension Offices (EOs) / E-Patrols / Vehicle Renewal Extension Facility (VREF)

C. For Tax Exempt (Diplomat): Diliman District Office / Central Office

D. For Tax Exempt (Exempt Private or Government): Any District/Extension Office

E. For Other Exempt Vehicles (OEVs): LTO DO / EO nearest to the Special Economic Zone

F. For "For-Hire" MVs in NCR: Public Utility Registration Center (PUVRC) and Public Utility Vehicle Registration Extension Center (PUVREC)

G. For "For-Hire" MC - District/Extension Office within/nearest to the concerned LGU which issued the franchise

H. For Online Renewal: LTMS Portal

I. For Reactivation of Stored Vehicle: LTO Office where storage was transacted

J. For Stolen and Recovered Motor Vehicles: First Renewal after Recovery - Authorized District Offices nearest to the Regional Office / Central Office ; For Succeeding Renewals - Any LTO District Offices (DOs) / Extension Offices (EOs) / E-Patrols / Vehicle Renewal Extension Facility (VREF)

Total Processing Time:	
***For Individual (Portal)**	Working Days: 1 minute/s
***For Individual (Walk-in)**	Working Days: 15 minute/s
***For Organization/Company (Portal)**	Working Days: 15 minute/s
***For Organization/Company (Walk-in)**	Working Days: 25 minute/s
Total Processing Fee:	

***For Individual (Portal)**	Total Standard Fee: PHP 10 See other fees below
***For Individual (Walk-in)**	Total Standard Fee: None See other fees below
***For Organization/Company (Portal)**	Total Standard Fee: None See other fees below
***For Organization/Company (Walk-in)**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

PRIVATE & GOVERNMENT CARS - Based on Gross Vehicle Weight (GVW) and Year Model

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs.

1. Year 2001 Onwards (Regardless of Year Model) - P1,600.00

2. Year 1995 to 2000 - P2,000.00

3. Year 1994 & Below - P1,400.00

B. Medium Vehicles 1,600 to 2,300 kgs.

1. Year 2001 Onwards - P3,600.00

2. Year 1997 to 2000 - P6,000.00

3. Year 1995 & 1996 - P4,800.00

4. 1994 and below - P2,400.00

C. Heavy Vehicles 2,301 kgs. & Up

1. Year 2001 Onwards - P8,000.00

2. Year 1995 to 2000 - P12,000.00

3. Year 1994 & Below - P5,600.00

D. Motor Cycles

1. Without Sidecar - P240.00

2. With Sidecar (including three-wheeled vehicle -cargo type) - P300.00

UTILITY VEHICLES AND SUV MODELS 1990 & EARLIER

A. GVW up to 2,700 kgs. - P2,000.00

B. GVW over 2,700 kgs. - P2,000.00 + [(GVW^b - 2,700 kgs.)x 0.40)]

SPORTS UTILITY VEHICLE (SUV)

A. GVW up to 2,700 kgs. - P2,300.00

B. GVW over 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs.) x 0.46]

TRUCKS/BUSES

A. GVW up to 2700 kgs. - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [GVW^b - 2,700 kgs.) x 0.24]

TRAILERS

GVW^b x 0.24

Weekly Surcharge for (1) MC/TC - 100.00

FOR HIRE - Based on Gross Vehicle Weight (GVW)

PASSENGER CARS

A. Light Vehicles up to 1,600 kgs. - P900.00

B. Medium Vehicles 1,601 to 2,300 kgs. - P1,800.00

Note: All For Hire Passenger Cars are Ageless

UTILITY VEHICLES (UV)

GVW up to 4,500 kgs. - GVW^b x 0.30

SPORTS UTILITY VEHICLE (SUV)

a. GVW up to 2,700 kgs. - P2,300.00

b. GVW in excess of 2,700 kgs. - P2,300.00 + [(GVW^b - 2,700 kgs) x 0.46]

MOTORCYCLES/MOPEDS/TRICYCLES

A. Without Sidecar - P240.00

B. With Sidecar - P300.00

TRUCKS

A. GVW up to 2,700 kgs - P1,800.00

B. GVW over 2,700 kgs. - P1,800.00 + [(GVW^b - 2,700 kgs) x 0.30]

TRUCKS/BUSES

GVW over 4,500 kg. - GVW^b x 0.30

TRAILERS

GVW^b x 0.24

Note:

1. Cross over is defined as having an engine of a light car and a body of a Utility Vehicle or a Sports Utility Vehicle.

2. b. Any uneven weight of less than 100 kilograms, shall be taken and considered as equivalent to 100 kilograms for purposes of computing the collectible MVUC. (Section 5c of MC No. BGC-MC-01328-A dated 01 February 2001)

VEHICLE CATEGORY, TYPE, DEFINITION AND ITS CORRESPONDING MOTOR VEHICLE USER'S CHARGE (MVUC)

VEHICLE CATEGORY	VEHICLE TYPE	DEFINITION	MVUC FEE	
			PRIVATE AND GOVERNMENT	FOR HIRE
L1	Mopeds	2-Wheeled vehicle, engine cylinder capacity not exceeding 50cm3 Speed not exceeding 50 km/h	P240.00	-
L2	Mopeds	3-Wheeled vehicle, engine cylinder capacity not exceeding 50cm3 Speed not exceeding 50 km/h	P240.00	-
L3	Motorcycle w/o Sidecar	2-Wheeled vehicle, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P240.00	-
L4	Motorcycle w/ Sidecar	3-Wheeled asymmetrically, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P300.00	P300.00
L5	Three Wheeled Vehicle	3-Wheeled symmetrically, engine cylinder capacity exceeding 50cm3 Speed exceeding 50 km/h	P1,600.00	P900.00
L6	Quadricycle	4-Wheeled, engine cylinder capacity not exceeding 50cm3 Speed not exceeding 45 km/h Unladen mass is not more than 350kgs	P1,600.00	-
L7	Quadricycle	4-Wheeled, other than classified for Category L6, unladen mass not more than 400kgs (550kgs for vehicles intended for carrying goods)	P1,600.00	-
M1	Passenger Car, Utility Vehicle, or Sports Utility Vehicle	Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat	Passenger Car A. Light Vehicles up to 1,600kgs a. Year 2001 onwards - P1600.00 b. Year 1995 to 2000 - P2,000.00 c. Year 1994 & Below - P1,400.00 B. Medium Vehicles 1,600 to 2,300kgs a. Year 2001 Onwards - P3,600.00 b. Year 1997 to 2000 - P6,000.00 c. Year 1995 & 1996 - P4,800.00 d. 1994 and Below - P2,400.00 C. Heavy Vehicles 2,301kgs and Up a. Year 2001 Onwards - P8,000 b. Year 1995 to 2000 - P12,000 c. Year 1994 & Below - P5,600	Passenger Car A. Up to 1,600kgs - P900. B. 1,601 to 2,300kgs - P1,
			UV and SUV Models 1990 and Earlier A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}–2,700kgs) x 0.40]	UV GVW up to 4,500kgs - GV 0.30

			SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^{b}–2,700kgs) x 0.46]	SUV A. GVW up to 2,700kgs - P2,300.00 B. GVW over 2,700kgs - P2,300.00 + [(GVW^{b}–2,7(0.46]
M2	Utility Vehicle	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass not exceeding 5 tonnes	As UV A.GVW up to 2,700kgs - P2,000.00 B. GVW 2,700 to 4,500kgs - P2,000 + [(GVW^{b}–2,700kgs) x 0.40]	As UV GVW up to 4,500kgs - GV 0.30
			As Bus GVW 4,501 to 5,000kgs - P1,800.00 + [(GVW^{b}–2,700kgs) x 0.24]	As Bus GVW 4,501 to 5000kgs - x 0.30
M3	Bus	Vehicles used for the carriage of passengers and comprising more than 8 seats in addition to the driver's seat. Maximum mass exceeding 5 tonnes	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW^{b}–2,700kgs) x 0.24]	GVW^{b} x 0.30
N1	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes	A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}–2,700kgs) x 0.40]	GVW up to 4,500kgs - GV 0.30
N2	Utility Vehicle or Truck (Vehicle type depends on body configuration)	Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes	UV A. GVW up to 2,700kgs - P2,000.00 B. GVW over 2,700kgs - P2,000.00 + [(GVW^{b}–2,700kgs) x 0.40]	UV GVW up to 4,500kgs - GV 0.30
			Truck P1,800.00 + [(GVW^{b}–2,700kgs) x 0.24]	Truck P1,800.00 + [(GVW^{b}-2,70 0.24]
N3	Trucks	Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes	GVW over 4,500kgs - P1,800.00 + [(GVW^{b}–2,700kgs) x 0.24]	A. GVW up to 2,700kgs - P1,800.00 B. GVW over 2,700kgs - P1,800.00 + [(GVW^{b}-2,70 0.30]
O1	Trailers	Trailers with a maximum mass not exceeding 0.75 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
O2	Trailers	Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
O3	Trailers	Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
O4	Trailers	Trailers with a maximum mass exceeding 10 tonnes	GVW^{b} x 0.24	GVW^{b} x 0.24
Special Purpose Vehicle				
Motor Caravan	UV, Bus, Truck	A special purpose M1 category vehicle constructed	SAME COMPUTATION WITH THE CORRESPONDING	SAME COMPUTATION THE CORRESPONDING

		to include accommodation space which contains at least seats and table, sleeping accommodation which may be converted from the seats, cooking facilities and storage facilities. This equipment shall be rigidly fixed to the living compartment; however, the table may be designed to be easily removable	VEHICLE TYPE ABOVE	VEHICLE TYPE ABOVE
Armored Vehicle	UV	Vehicle intended for the protection of conveyed passengers and/or goods and complying with armour plating anti-bullet requirements	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION THE CORRESPONDING VEHICLE TYPE ABOVE
Ambulance	UV	Motor Vehicle of category M intended for the transport of sick or injured people and having special equipment for such purpose	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION THE CORRESPONDING VEHICLE TYPE ABOVE
Hearse	Passenger Car	Motor vehicle intended for the transport of deceased people and having special equipment for such purpose	SAME COMPUTATION WITH THE CORRESPONDING VEHICLE TYPE ABOVE	SAME COMPUTATION THE CORRESPONDING VEHICLE TYPE ABOVE

Science Tax (For Motorcycle and Tricycle Only)

For motorcycles with engine displacement of 200 cc and below which validity of initial registration is 1 year only

Php { 15.00 - [({Current year – year initial registration} or 7 whichever is lower) * 1.50] } or 4.5 whichever is greater

For motorcycles with engine displacement above 200 cc which validity of initial registration is 3 years

Php { 15.00 - [({Current year – year initial registration + 2} or 7 whichever is lower) * 1.50] } or 4.5 whichever is greater

Cost of Plate

Cost of Plate - Motor Vehicle - Php 450.00
Cost of Plate - Trailer - Php 224.00
Cost of Plate - MC - Php 120.00

Registration / Transaction Fees

Please refer to schedule of fees above.

MISCELLANEOUS REGISTRATION TRANSACTIONS - TRANSFER OF OWNERSHIP

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All Authorized District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance certificate (1) Original Copy	**Agency - Division:** Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A
2. Duly accomplished Motor Vehicle Inspection Report (1) Original Copy	**Agency - Division:** Land Transportation Office - Land Transportation Office District Office/Extension Office
3. Proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability) (1) Original Copy	**Agency - Division:** Accredited insurance companies - N/A
4. Presentation of an original copy and submission of a photocopy of any valid Government issued ID of the vendor and vendee • Philippine Identification (PhilID) Card • Philippine passport • Social Security System (SSS) Card • UMID Card • PhilHealth ID • TIN Card	

- Postal ID
- Voter's ID
- Barangay ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

5. Confirmation of Certificate of Registration (CR) If issued by another agency outside the Regional Office
(1) Photo Copy

Agency - Division: Land Transportation Office - Land Transportation Office District Office/Extension Office

Remarks:

Requires Presentation of Original Copy

For Situational Requirement

A. Under bond Motor Vehicle

A.1. Electronically transmitted Certificate of Payment (CP)
(1) Electronic Copy

Agency - Division: Bureau of Customs (BOC) - N/A

A.2. Deed Of Sale
(1) Original Copy

Applicant / Client

A.3. Board Resolution and Secretary's Certificate indicating authority of signatory to sell or dispose the motor vehicle (If registered under the name of partnership/sole proprietorship or Corporation/ Organization)
(1) Original Copy

Applicant / Client

B. Motor Vehicles acquired through a Sheriff's Certificate of Sale issued under an Extra-Judicial Foreclosure Sale

B.1. Sheriff's Certificate of Sale
(1) Original Copy

Agency - Division: Appropriate court - N/A

B.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Original Copy

Agency - Division: Financial Institution - N/A

B.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

B.3.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

B.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

C. Motor Vehicles acquired through a Sheriff's Certificate of Sale through a Judicial Foreclosure Sale

C.1. Sheriff's Certificate of Sale
(1) Original Copy

Agency - Division: Appropriate court - N/A

C.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Original Copy

Agency - Division: Financial Institution - N/A

C.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

C.3.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

C.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

D. Motor Vehicles acquired through an Extra-Judicial Foreclosure Sale conducted before a notary public

D.1. Certificate of Sale
(1) Original Copy

Agency - Division: Notary Public - N/A

D.2. Cancellation of Chattel Mortgage duly stamped and signed by the Registry of Deeds
(1) Original Copy

Agency - Division: Financial Institution - N/A

D.3. Certificate of Registration - Encumbered (CRE)

Any of the following:

D.3.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

D.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

E. Motor Vehicles acquired through Sheriff's Certificate of Sale Pursuant to a Money Judgment which has become final and executory

E.1. Sheriff's Certificate of Sale
(1) Original Copy

Agency - Division: Appropriate court - N/A

E.2. Certificate of Registration - Encumbered (CRE)

Any of the following:

E.2.A. Certificate of Registration - Encumbered (CRE)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

E.2.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Sheriff - N/A

Remarks:

In the absence of the original CRE

F. Private Motor Vehicles / Motor Cycles

F.1. Deed of Sale / Transfer / Conveyance
(1) Original Copy — Applicant / Client

F.2. Original Certificate of Registration
(1) Original Copy — **Agency - Division:** Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

G. Motor Vehicles acquired through public bidding conducted by government office/entity

G.1. Certificate of Sale/Notice of Award
(1) Original Copy — **Agency - Division:** Concerned government office - N/A

G.2. Inventory and Inspection Report
(1) Original Copy — **Agency - Division:** Other government agencies - N/A

G.3. Official Receipt of payment
(1) Original Copy — **Agency - Division:** Other government agencies - N/A

G.4. Certificate of Registration (CR)

Any of the following:

G.4.A. Certificate of Registration (CR)
(1) Original Copy — *Agency - Division:* Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

G.4.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy — *Agency - Division:* Government office/entity that conducted the public bidding - N/A

Remarks:

In the absence of the original Certificate of Registration (CR)

H. Motor Vehicles acquired at public auction before a notary public by virtue of a mechanic's lien

H.1. Certificate of Sale
(1) Original Copy

Agency - Division: Notary Public - N/A

H.2. Affidavit who conducted the public bidding as proof of compliance to the above requirements
(1) Original Copy

Agency - Division: Notary Public - N/A

H.3. Certificate of Registration (CR)

Any of the following:

H.3.A. Certificate of Registration (CR)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, financing institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

H.3.B. Certification that the original copy was not turned over at the time of sale
(1) Original Copy

Agency - Division: Government office / entity that conducted the public bidding - N/A

Remarks:

In the absence of the original Certificate of Registration (CR)

I. Motor Vehicles acquired through Extra-Judicial Settlement of Estate of Deceased Person

I.1. Certificate of Registration (CR)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, Issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

I.2. Affidavit of publication of the Deed in any newspaper of general circulation for three (3) consecutive weeks with clippings
(1) Original Copy

Agency - Division: Newspaper Publisher - N/A

I.3. Death Certificate, Birth Certificate and/or Marriage Certificate
(1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) / National Statistics Office (NSO) - N/A

I.4. Presentation of original and submission of a photocopy of any valid Philippine Government issued ID

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card

- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Barangay ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

Sub Situational Requirement/s

I.a. in case the deceased is survived by two (2) or more heirs

I.a.1. Deed of Extra Judicial Settlement of Estate
(1) Original Copy

Agency - Division: Surviving heirs - N/A

I.b. In case the deceased is survived by only one (1) heir

I.b.1. Sole Adjudication
(1) Original Copy

Agency - Division: Surviving heir - N/A

J. Motor Vehicles acquired through Judicial Settlement of Estate of Deceased Person

J.1. Certificate of Registration (CR) or affidavit of loss
(1) Original Copy

Applicant / Client

J.2. Court Decision
(1) Certified True Copy

Agency - Division: Appropriate court - N/A

J.3. Death Certificate, Birth Certificate and/or Marriage Certificate
(1) Photo Copy

Agency - Division: Philippine Statistics Authority (PSA) / National Statistics Office (NSO) - N/A

J.4. Presentation of the original copy and submission of a photocopy of any Philippine government issued ID

- Philippine Identification (PhilID) Card
- Philippine passport

- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID
- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

K. Motor Vehicles acquired through Public Bidding conducted by Land Transportation Office under Presidential Decree No. 1729

K.1. Inventory and Inspection Report
(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.2. Approved Committee Resolution
(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.3. Notice of Award and Certificate of Sale
(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.4. Official Receipt of Payment
(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

K.5. Registry Receipt of Registered Mail
(1) Original Copy

Agency - Division: Committee on Disposal of Unclaimed Impounded Motor Vehicles (CDUIMV) - N/A

L. Government -owned vehicles to another government office

L.1. Certificate of registration (CR)
(1) Original Copy

Agency - Division: Registered Motor Vehicle Owner, Financing institution, issuing Land Transportation Office (LTO) District Office/Extension Office - N/A

L.2. Deed of Sale / Transfer / Conveyance
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office Notes/Instruction: *If the transaction is in the Mother File, confrimation is not required.*	1.1. Receives and evaluates the completeness of requirements.	None	5 minute/s	• Evaluator; All Authorized District and Extension Offices
	1.2. Process the application in the system		15 minute/s	• Evaluator; All Authorized District and Extension Offices
	1.3. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All Authorized District and Extension Offices
2. None Location: N/A	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All Authorized District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All Authorized District and Extension Offices
	2.3. Input Client ID or Business ID of the owner and other details		6 minute/s	• Evaluator; All Authorized District and Extension Offices
	2.4. Uploads documentary requirements		6 minute/s	• Evaluator; All Authorized District and Extension Offices

	2.5. Generates transaction ID		6 minute/s	• Evaluator; All Authorized District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: *Receives Official Receipt*	3. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Transfer of Ownership: PHP 50 --- Total: PHP 60 **Possible Fees** Breakdown: Late Application (Deed of Sale - exceeds one (1) month): PHP 150	1 hour/s	• Cashier; All Authorized District and Extension Offices
4. None Location: N/A	4. Reviews and approves the transaction	None	30 minute/s	• Approving Officer; All Authorized District and Extension Offices
5. None Location: N/A	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Supply Officer; All Authorized District and Extension Offices
6. None Location: N/A	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Chief of Office; All Authorized District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All Authorized District and Extension Offices

logbook Location: Land Transportation Office				
Total Processing Time:		Working Days: 4 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 60 See other fees below		
Possible Fees **Late Application (Deed of Sale - exceeds one (1) month)** : 150				

MISCELLANEOUS REGISTRATION TRANSACTIONS - REVISION OF RECORDS

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Situational Requirement

A. Change Name

Sub Situational Requirement/s

A.a. For Individual

A.a.1. For individuals

Any of the following:

A.a.1.A. Court Order authorizing the change of name *(1) Photo Copy* *Remarks:* *Requires presentation of original*	*Agency - Division: Court - N/A*
A.a.1.B. Death certificate of the deceased husband *(1) Photo Copy* *Remarks:*	*Agency - Division: Philippine Statistics Authority (PSA), National Statistics Office (NSO) - N/A*

- *For widow*

- *Requires presentation of original*

A.a.1.C. Authenticated Birth certificate and/or marriage contract, with annotation if applicable . In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt.
(1) Original Copy

Agency - Division: Court / Philippine Statistics Authority (PSA) / Office of the Local Civil Registr - N/A

A.a.1.D. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID:

- *Philippine Identification (PhilID) Card*
- *Philippine passport*
- *Social Security System (SSS) Card*
- *UMID Card*
- *PhilHealth ID*
- *TIN Card*
- *Postal ID*
- *Voter's ID*
- *Professional Regulation Commission (PRC) ID*
- *Senior Citizen ID*
- *OFW ID*
- *Overseas Workers Welfare Administration (OWWA) ID*
- *National Council of Disabled Affairs (NCDA) ID*
- *Solo Parent ID*
- *Voter's Certification*
- *Government Services and Insurance System (GSIS) e-Card*
- *Seaman's Book*
- *Government Owned and/or Controlled Corporations (GOCC) ID*
- *Home Development Mutual Fund (HDMF) ID*
- *Department of Social Welfare and Development (DSWD) Certification*
- *Integrated Bar of the Philippines (IBP) ID*

A.b. Corporations

A.b.1. Certificate of Registration
(1) Original Copy

Agency - Division: Securities and Exchange Commission (SEC) - N/A

A.c. Sole proprietorship or Partnership

A.c.1. Certificate of Business Name Registration
(1) Photo Copy

Agency - Division: Department of Trade and Industry - N/A

A.d. Cooperatives

A.d.1. Certification of Registration
(1) Photo Copy

Agency - Division: Cooperative Development Authority (CDA) - N/A

B. Change Address

B.1. Whichever is applicable

Any of the following:

B.1.A. Barangay Certification of Residency / Clearance
(1) Photo Copy

Applicant / Client

Remarks:

Requires Presentation of Original Copy

B.1.B. Proof of Billing
(1) Photo Copy

Applicant / Client

Remarks:

Requires Presentation of Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	• Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices

	1.3. Reviews and approves transaction		30 minute/s	• Approving Officer; All District and Extension Offices
2. Proceeds to the Cashier for payment of fees Location: District Office / Extension Office	2. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Certificate of Registration : PHP 30 Legal Research fee: PHP 10 --- Total: PHP 40	1 hour/s	• Cashier; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Creates and submit tickets to Management Information Division	None	1 hour/s	• Chief; All District and Extension Offices
	3.2. Receives and evaluates tickets		20 minute/s	• Designated personnel; Management Information Division
	3.3. Reviews and approves transaction		30 minute/s	• Approving Officer; Management Information Division
	3.4. Implements revision of records		2 working day/s	• Designated personnel; Management Information Division
	3.5. Notifies the Transacting District or Extension Office regarding the implementation of the request		1 hour/s	• Designated personnel; Management Information Division

	3.6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)		30 minute/s	• Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE); All District and Extension Offices
	3.7. Signed CR/CRE		30 minute/s	• Chief ; All District and Extension Offices
4. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	4. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 2 working day/s, 6 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 40		

Miscellaneous Registration Transactions - Annotation of Mortgage and other liens or Encumbrances

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Annotation of Mortgage and other Liens or Encumbrances	
A.1. Certificate of Registration (CR) (1) Original Copy	**Agency - Division:** Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A
A.2. duly annotated chattel mortgage contract with Official Receipt (OR) duly stamped and signed (1) Photo Copy	**Agency - Division:** Registry of Deeds - N/A
B. Cancellation of Mortgage or other Liens and Encumbrances	
B.1. Certificate of Registration - Encumbered (CRE) (1) Original Copy Remarks: * In the absence of original CRE, original copy of Affidavit of Loss	**Agency - Division:** Registered Motor Vehicle owner, financial institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

B.2. cancellation or release of Chattel Mortgage duly stamped and signed by the Registry of Deeds (1) Certified True Copy	**Agency - Division:** Financial Institution - N/A
B.3. Official Receipt (OR) of recording fee (1) Original Copy	**Agency - Division:** Registry of Deeds - N/A
B.4. Duly accomplished Motor Vehicle Inspection Report (1) Original Copy	**Agency - Division:** Land Transportation Office - Land Transportation Office District Office/Extension Office
C. Cancellation of Mortgage when the financing company (mortgagee) no longer exists and the release Mortgage Contract is missing	
C.1. Certificate of Registration - Encumbered (CRE) (1) Original Copy Remarks: * In the absence of original CRE, original copy of Affidavit of Loss	**Agency - Division:** Registered Motor Vehicle owner, financial institution, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A
C.2. Affidavit of Undertaking (1) Original Copy	Applicant / Client
C.3. Certification stating that the financing company is no longer in existence (1) Original Copy	**Agency - Division:** Securities and Exchange Commission (SEC) / Bangko Sentral ng Pilipinas (BSP) - N/A
C.4. Surety Bond based on the fair market value of the motor vehicle valid for one (1) year (1) Original Copy	**Agency - Division:** Accredited insurance companies - N/A
C.5. Affidavit of Publication (1) Original Copy	**Agency - Division:** Newspaper of general circulation - N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	• Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: *Receives Official Receipt*	3.1. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Annotation / Cancellation of Mortgage: PHP 100 --- Total: PHP 110	1 hour/s	• Cashier; All District and Extension Offices
	3.2. Reviews and approves the transaction		30 minute/s	• Approving Officer; All District and Extension Offices
	3.3. Prints Certificate of Registration (CR) / Certificate of Registration -Encumbered (CRE)		30 minute/s	• Supply officer; All District and Extension Offices
	3.4. Signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)		30 minute/s	• Chief; All District and Extension Offices
4. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of	4. Dockets and issues Certificate of Registration (CR) / Certificate of	None	15 minute/s	• Releasing Officer; All District and Extension Offices

Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	Registration-Encumbered (CRE)			
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 110		

MISCELLANEOUS REGISTRATION TRANSACTIONS - CHANGE CLASSIFICATION

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability) (1) Original Copy	**Agency - Division:** Accredited insurance companies - N/A
2. Duly accomplished approved Motor Vehicle Inspection Report (1) Original Copy Remarks: For Private / Government / Diplomatic to Private-Vintage / Government-Vintage/Diplomatic-Vintage: Authorized LTO Inspectors	**Agency - Division:** Concerned Land Transportation Office (LTO) District Office / Extension Office / Motor Vehicle Inspection Center (MVIC) - N/A
3. Certificate of Registration (CR) Any of the following:	
3.A. Certificate of Registration (CR) (1) Original Copy	**Agency - Division:** Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

3.B. certification that the original Certificate of Registration - Encumbered (CRE) is with the financing company and that it interposes no objection on the application for change classification (Private to For Hire)
(1) Original Copy

Agency - Division: Financing Institution - N/A

For Situational Requirement

A. Private to For Hire

A.1. Whichever is applicable

Any of the following:

A.1.A. Decision or valid Motorized Tricycle Operator's Permit (MTOP)
(1) Photo Copy

Agency - Division: Concerned municipal / city government office - N/A

Remarks:

Requires Presentation of Original Copy

A.1.B. Electronically transmitted Certificate of Franchise Confirmation (CFC)
(1) Photo Copy And (1) Electronic Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

Remarks:

Requires Presentation of Original Copy

B. For Hire to Private

B.1. Dropping Order

Any of the following:

B.1.A. Dropping Order with Official Receipt (OR)
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB), Concerned municipal / city government office - N/A

B.1.B. Certification in case of No Records of Certificate of Public Convenience (CPC)
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

B.2. Certificate of Registration (CR)

Any of the following:

B.2.A. Certificate of Registration (CR)
(1) Original Copy

Agency - Division: Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Office - N/A

B.2.B. Certification that the Original is still in their possesion
(1) Original Copy

Agency - Division: Financing Institution - N/A

B.3. Return of Plate

Any of the following:

B.3.A. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

B.3.B. Certification that no yellow plate was issued
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

C. Private to Government

C.1. Deed of Sale/Deed of Donation and Acceptance/Seizure Order or Forfeiture Order
(1) Original Copy

Applicant / Client

C.2. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate
(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

C.3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID of the transferer and transferee

- Philippine Identification (PhilID) Card
- Philippine passport
- Social Security System (SSS) Card
- UMID Card
- PhilHealth ID
- TIN Card
- Postal ID

- Voter's ID
- Professional Regulation Commission (PRC) ID
- Senior Citizen ID
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- National Council of Disabled Affairs (NCDA) ID
- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

C.4. Private Plate
(1) Original Copy

Applicant / Client

C.5. Certificate of Payment (if applicable)
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

C.6. SEC/DTI Certificate
(1) Original Copy

Agency - Division: Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) - N/A

Sub Situational Requirement/s

C.a. Private to Government (DENR Confiscated and Forfeited Motor Vehicles)

C.a.1. In the absence of OR/CR, certification from the DENR that the original copy was not turned over at the time of confiscation
(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

C.a.2. Cancellation of the Chattel Mortgage and Official Receipt of payment from the Register of Deeds, if the conveyance is subject of such
(1) Original Copy

Agency - Division: Registry of Deeds - N/A

C.a.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance certificate
(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

C.a.4. Proof of publication of the approved application for registration for three consecutive weeks in any newspaper of general circulation
(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

C.a.5. Duplicate Copy or Certified True Copy of the Final Order or Decision/ Certificate of Finality of Order or Decision and Writ of Execution attesting to the confiscation or forfeiture of the subject conveyance
(1) Original Copy

Agency - Division: Department of Environment and Natural Resources (DENR) - N/A

D. Private to Diplomatic

D.1. Endorsement Letter
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

---

D.2. Deed of Sale / Deed of Donation and Acceptance
(1) Original Copy

Applicant / Client

D.3. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Office - Concerned Land Transportation Office (LTO) District Office

---

E. Diplomatic to Private

E.1. Indorsement Letter
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

---

E.2. Certificate of Payment (if applicable)
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Bureau of Customs (BOC) / Bureau of Internal Revenue (BIR) - N/A

E.3. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Office - Plate Unit

F. Diplomatic to Diplomatic

F.1. Endorsement Letter
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Department of Foreign Affairs (DFA) - Protocol Office

---

F.2. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Office - Plate Unit

F.3. Certificate of Payment (if applicable)
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Bureau of Customs (BOC) / Bureau of Internal Revenue - N/A

G. Government to Private

G.1. Certificate of Registration (CR)
(1) Original Copy

Agency - Division: Concerned government office - N/A

G.2. Notice of Award
(1) Original Copy

Agency - Division: Concerned government office - N/A

G.3. Inventory and Inspection Report
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Concerned government office - N/A

G.4. Receipt of Bid Payment
(1) Original Copy

Agency - Division: Concerned government office - N/A

G.5. Surrender Red Plate
(1) Original Copy

Agency - Division: Land Transportation Office - N/A

G.6. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate
(1) Original Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A

Sub Situational Requirement/s

G.a. If Exempt:

G.a.1. Certificate of Payment
(1) Original Copy

Agency - Division: Bureau of Customs (BOC) - N/A

G.a.2. Mabuhay Lane indorsement
(1) Original Copy

Agency - Division: Department of Finance - N/A

H. Other Exempt (Economic Zone) to Private

H.1. Receipt of Return Plate and Licenses (RRPL)
(1) Original Copy

Agency - Division: Land Transportation Office - Plate Unit

H.2. Certificate of Payment (if applicable)
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Bureau of Customs (BOC) / Bureau of Internal Revenue - N/A

I. Exempt Private to Private

I.1. Mabuhay Lane Indorsement
(1) Electronic Copy

Agency - Division: Department of Finance (DOF) - N/A

I.2. Certificate of Payment (CP)
(1) Photo Copy

Agency - Division: Bureau of Customs (BOC) / Bureau of Internal Revenue - N/A

I.3. Certificate of Registration
(1) Original Copy

Applicant / Client

J. Private / Government / Diplomatic to Private-Vintage / Government-Vintage/Diplomatic-Vintage

Sub Situational Requirement/s

J.a. For applicants who have previously or are currently registered with the LTO and possess their original Official Receipt and Certificate of Registration Requirement

J.a.1. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698 (1) Original Copy	Applicant / Client
J.a.2. Receipt and Certificate of Registration Receipt of Return Plate and Licenses (RRPL) (1) Original Copy Remarks: For vintage vehicles with stored plates	*Agency - Division:* Land Transportation Office - Plate Unit

J.b. For applicants whose vintage vehicles have lost its original ORCR

J.b.1. Duly accomplished LTO application form for registration as a vintage vehicle under Republic Act No. 11698 (1) Original Copy	Applicant / Client
J.b.2. Receipt of Return Plate and Licenses (RRPL) (1) Original Copy Remarks: For vintage vehicles with stored plates	*Agency - Division:* Land Transportation Office - Plate Unit
J.b.3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID: • Philippine Identification (PhilID) Card • Philippine passport • Social Security System (SSS) Card • UMID Card • PhilHealth ID • TIN Card • Postal ID • Voter's ID • Professional Regulation Commission (PRC) ID • Senior Citizen ID • OFW ID • Overseas Workers Welfare Administration (OWWA) ID • National Council of Disabled Affairs (NCDA) ID	

- Solo Parent ID
- Voter's Certification
- Government Services and Insurance System (GSIS) e-Card
- Seaman's Book
- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Receives and evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	20 minute/s	• Evaluator; All District and Extension Offices
	1.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices
3. Proceeds to the Cashier for payment of fees Location:	3. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10	1 hour/s	• Cashier; All District and Extension Offices

Land Transportation Office Notes/Instruction: *Receives Official Receipt*		Change Classification: PHP 30 Clearance Fee: PHP 30 --- Total: PHP 70 **Formula Fees** Breakdown: License Plate		
4. None Location: Land Transportation Office	4. Reviews and approves the transaction	None	30 minute/s	• Approving Officer; All District and Extension Offices
5. None Location: Land Transportation Office	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Supply Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Chief of Office; All District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All District and Extension Offices

General Remarks

- Change classification of Private to Diplomatic, and Diplomatic to Diplomatic (eg. Consular Corps to Private / Diplomatic and vuce versa) can be transacted only at Diliman District Office
- Change classification of Private / Government/ Diplomatic to Private - Vintage / Government-Vintage / Diplomatic - Vintage can be transacted only at LTO Central Office

Total Processing Time:	Working Days: 3 hour/s, 59 minute/s
Total Processing Fee:	Total Standard Fee: PHP 70 See other fees below

Formula / Schedule of Fees

License Plate

For Motor Vehicles: P450.00

Motorcycle: P120.00

Trailer: P225.00

MISCELLANEOUS REGISTRATION TRANSACTIONS - CHANGE BODY/BODY DESIGN/ENGINE/COLOR

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Registration (CR) / Certificate of Registration - Encumbered (CRE) with SEC Certificate (1) Original Copy	**Agency - Division:** Registered Motor Vehicle owner, financing institution, Securities and Exchange Commission (SEC) - N/A
2. Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate (except for Motorcycle with sidecar) (1) Original Copy	**Agency - Division:** Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division - N/A
3. Proof of Electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability) (1) Electronic Copy And (1) Original Copy Remarks: Copy of proof of electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)	**Agency - Division:** Accredited insurance companies - N/A

4. Duly accomplished Motor Vehicle Inspection Report (MVIR)
(1) Original Copy

Agency - Division: Land Transportation Office - Land Transportation Office (LTO) District Office / Extension Office, Motor Vehicle Inspection Center

For Situational Requirement

A. Change Body/Body Design

A.1. Affidavit of Change Body/Body Design indicating source of body
(1) Original Copy

Applicant / Client

A.2. Sales Invoice / Certificate of Registration (CR) of the source of body
(1) Original Copy

Applicant / Client

Sub Situational Requirement/s

A.a. If For-Hire

A.a.1. LTFRB Confirmation
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

B. Change Color

B.1. Affidavit of Change Color
(1) Original Copy

Applicant / Client

C. Change Engine

C.1. Certificate of Stock Reported (CSR) and Sales Invoice / Certificate of Registration (CR) of the source of engine
(1) Photo Copy

Remarks:

Requires of Presentation of Original Copy

Agency - Division: Dealer, Previously registered owner - N/A

C.2. Deed of Sale/Deed of Donation of engine if sourced from previously registered motor vehicles acquired from different persons or entities
(1) Original Copy

Agency - Division: Vendor, Donor - N/A

C.3. Joint Affidavit of Change Engine
(1) Original Copy

Applicant / Client

Sub Situational Requirement/s

C.a. If For-Hire

C.a.1. LTFRB Confirmation
(1) Original Copy

Agency - Division: Land Transportation Franchising Regulatory Board (LTFRB) - N/A

D. Change Chassis (Private Only)

D.1. Certificate of Stock Reported (CSR) and Sales Invoice or OR/CR of the source MV
(1) Photo Copy

Remarks:

Requires Presentation of Original Copy

Agency - Division: Dealer, Regional Office and Central Office - N/A

D.2. Affidavit of Change Chassis
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1. Receives and evaluates the completeness of requirements	None	5 minute/s	• Evaluator; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	• Evaluator; All District and Extension Offices

	2.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	3.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	3.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	3.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices
4. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: *Receives Official Receipt*	4. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 **Formula Fees** Breakdown: Change in Body Design/Color/Chassis and Engine	1 hour/s	• Cashier; All District and Extension Offices
5. None Location: Land Transportation Office	5. Reviews and approves the transaction	None	30 minute/s	• Approving Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Supply Officer; All District and Extension Offices

7. None Location: Land Transportation Office	7. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Chief of Office; All District and Extension Offices
8. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	8. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 10 See other fees below		

Formula / Schedule of Fees

Change in Body Design/Color/Chassis and Engine

For change in body design: P100.00

Change in Engine/Chassis/Color: P30.00

MISCELLANEOUS REGISTRATION TRANSACTIONS - DUPLICATE CERTIFICATE OF REGISTRATION / CERTIFICATE OF REGISTRATION - ENCUMBERED

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Affidavit of Lost Certificate of Registration (CR) (If encumbered, to be executed by the financing institution) (1) Original Copy	Applicant / Client
2. Duly accomplished Motor Vehicle Inspection Report (MVIR) (1) Original Copy	**Agency - Division:** Land Transportation Office - Land Transportation Office (LTO) District Office / Extension Office, Motor Vehicle Inspection Center
3. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID: • **Philippine Identification (PhilID) Card** • **Philippine passport** • **Social Security System (SSS) Card** • **UMID Card** • **PhilHealth ID** • **TIN Card** • **Postal ID** • **Voter's ID** • **Professional Regulation Commission (PRC) ID** • **Senior Citizen ID** • **OFW ID**	

- **Overseas Workers Welfare Administration (OWWA) ID**
- **National Council of Disabled Affairs (NCDA) ID**
- **Solo Parent ID**
- **Voter's Certification**
- **Government Services and Insurance System (GSIS) e-Card**
- **Seaman's Book**
- **Government Owned and/or Controlled Corporations (GOCC) ID**
- **Home Development Mutual Fund (HDMF) ID**
- **Department of Social Welfare and Development (DSWD) Certification**
- **Integrated Bar of the Philippines (IBP) ID**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	• Evaluator; All District and Extension Offices
	1.2. Retrieves and verifies Motor Vehicle (MV) records in the system/file		1 hour/s, 30 minute/s	• Records Officer ; All District and Extension Offices
	1.3. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	2.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	2.3. Uploads documentary requirements		30 minute/s	• Evaluator; All District and Extension Offices
	2.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices

3. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: *Receives Official Receipt*	3. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Duplicate Certificate of Registration : PHP 30 Duplicate Official Receipt: PHP 30 Total: PHP 70	1 hour/s	• Cashier; All District and Extension Offices
4. None Location: Land Transportation Office	4. Reviews and approves the transaction	None	30 minute/s	• Approving Officer; All District and Extension Offices
5. None Location: Land Transportation Office	5. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Supply Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Chief of Office; All District and Extension Offices
7. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	7. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 5 hour/s, 48 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 70

MISCELLANEOUS REGISTRATION TRANSACTIONS - LOST OR REPLACEMENT PLATE / RADIO FREQUENCY IDENTIFICATION (RFID) STICKER

These are motor vehicle transactions, other than new or renewal of registration, which may or may not require change of Certificate of Registration (CR)

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor vehicle owners
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 4136 and Republic Act No. 10930

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Affidavit of loss or mutilated plate/RFID sticker (1) Original Copy	Applicant / Client
2. Presentation of original and submission of one (1) photocopy of any of the following valid Philippine government issued ID: • Philippine Identification (PhilID) Card • Philippine passport • Social Security System (SSS) Card • UMID Card • PhilHealth ID • TIN Card • Postal ID • Voter's ID • Professional Regulation Commission (PRC) ID • Senior Citizen ID • OFW ID • Overseas Workers Welfare Administration (OWWA) ID • National Council of Disabled Affairs (NCDA) ID • Solo Parent ID • Voter's Certification • Government Services and Insurance System (GSIS) e-Card • Seaman's Book	

- Government Owned and/or Controlled Corporations (GOCC) ID
- Home Development Mutual Fund (HDMF) ID
- Department of Social Welfare and Development (DSWD) Certification
- Integrated Bar of the Philippines (IBP) ID

3. Duly accomplished Motor Vehicle Inspection Report (MVIR)
(1) Original Copy

Agency - Division: Land Transportation Office - Land Transportation Office (LTO) District Office / Extension Office, Motor Vehicle Inspection Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: Land Transportation Office	1. Receives and evaluates the completeness of requirements	None	5 minute/s	• Evaluator; All District and Extension Offices
2. None Location: Land Transportation Office	2.1. Evaluates the completeness and authenticity of the requirements. - Assigns queue number to applicant.	None	15 minute/s	• Evaluator; All District and Extension Offices
	2.2. Requests for electronic confirmation from the concerned District Offices, if applicable		30 minute/s	• Records Officer; All District and Extension Offices
3. None Location: Land Transportation Office	3.1. Log in to the LTMS Portal	None	6 minute/s	• Evaluator; All District and Extension Offices
	3.2. Selects application		6 minute/s	• Evaluator; All District and Extension Offices
	3.3. Uploads documentary requirements		6 minute/s	• Evaluator; All District and Extension Offices
	3.4. Generates transaction ID		6 minute/s	• Evaluator; All District and Extension Offices

4. Proceeds to the Cashier for payment of fees Location: Land Transportation Office Notes/Instruction: *Receives Official Receipt*	4. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Legal Research Fund: PHP 10 Total: PHP 10 **Formula Fees** Breakdown: Duplicate Plate (Production Fee)	1 hour/s	• Cashier; All District and Extension Offices
5. None Location: Land Transportation Office	5. Reviews and approves the transaction	None	30 minute/s	• Approving Officer; All District and Extension Offices
6. None Location: Land Transportation Office	6. Prints Certificate of Registration (CR) /Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Supply Officer; All District and Extension Offices
7. None Location: Land Transportation Office	7. signs Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE)	None	30 minute/s	• Chief of Office; All District and Extension Offices
8. Presents Official Receipt (OR) - Receives Certificate of Registration (CR)/Certificate of Registration-Encumbered (CRE) and signs in the Certificate of Registration logbook Location: Land Transportation Office	8. Dockets and issues Certificate of Registration (CR) / Certificate of Registration-Encumbered (CRE)	None	15 minute/s	• Releasing Officer; All District and Extension Offices
Total Processing Time:		Working Days: 3 hour/s, 59 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 10 See other fees below

Formula / Schedule of Fees

Duplicate Plate (Production Fee)

For Motor vehicle: P150.00

Trailer: P450.00

Motorcycle: P225.00

Clearance Fee, applicable to all types/verification/document request: P30.00

MOTOR VEHICLE INSPECTION

Test conducted to ensure the road worthiness of motor vehicles

Office or Division:	Motor Vehicle Inspection Centers
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle Owner
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Official Receipt (OR) / Certificate of Registration (CR) (1) Original Copy Or (1) Photo Copy	**Agency - Division:** Registered Motor Vehicle owner, issuing Land Transportation Office (LTO) District Office / Extension Offic - N/A
For Situational Requirement	
A. For Renewal of Motor Vehicle Registration	
A.1. If for hire	
Any of the following:	
A.1.A. Certificate of Public Convenience (CPC) (1) Original Copy Or (1) Photo Copy	*Agency - Division:* Land Transportation Franchising Regulatory Board - Information System Management Division
A.1.B. Order for dropping and substitution (Change Classification) (1) Original Copy Or (1) Photo Copy	*Agency - Division:* Land Transportation Franchising Regulatory Board - Information System Management Division
B. All applicable miscellaneous registration transactions registration requirement	

B.1. Original Deed of Sale (Transfer of Ownership) (1) Original Copy	Applicant / Client
B.2. Philippine National Police- Highway Patrol Group (PNP-HPG) clearance (for transfer of ownership and change engine, chassis, color and body configuration) and corresponding affidavit (1) Original Copy	**Agency - Division:** Philippine National Police - Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Division
C. Apprehended motor vehicles requiring inspection	
C.1. Driver's copy of Temporary Operators Permit (TOP) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Motor Vehicle Inspection Center (MVIC) 1.A. Please refer to notes/instructions below. Location: Land Transportation Office Motor Vehicle Inspection Center (MVIC) Notes/Instruction: *1.A.1 Submits required documents* *1.A.2 Proceeds to the Cashier for payment of fees and receives O.R* *1.A.3 Presents the motor vehicle for inspection* *1.A.4 None* *1.A.5 Receives inspection report and requirements* *Note: a. Processing time includes waiting time and starts upon the submission of complete*	1.A.1. . Receives requirements and evaluates completeness based on applicable checklist	**Formula Fees** Breakdown: MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGES	5 minute/s	• Public Assistance and Complaint Desk (PACD); Motor Vehicle Inspection Centers
	1.A.2. Accepts payment from applicant and issues Official Receipt (OR)		5 minute/s	• Cashier; Motor Vehicle Inspection Centers
	1.A.3. Inspects motor vehicle /conducts emission tests and fills out the inspection report		57 minute/s	• Inspector; Motor Vehicle Inspection Centers
	1.A.4. Approves/disapproves inspection report		10 minute/s	• Approving Officer; Motor Vehicle Inspection Centers

requirements. *b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.*	1.A.5. Issues inspection report/returns requirements to the applicant. If failed, advises the applicant to correct the defect/s and return for re-inspection.		10 minute/s	• Releasing Clerk; Motor Vehicle Inspection Centers
LTMS District Office (LTMS) 1.B.None Location: Land Transportation Office District / Extension Office Notes/Instruction:	1.B. Log in to Motor Vehicle Inspection Report System (MVIRS) Inspection and process	None	15 minute/s	• Inspector; All Authorized District and Extension Offices
Walk-In District Office 1.C. Please refer to notes/instructions below. Location: Land Transportation Office District / Extension Office Notes/Instruction: *1.C.1 Submits required documents* *1.C.2 Presents Motor Vehicle* *Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.* *b. If the client arrives at*	1.C.1. Receives required documents	None	5 minute/s	• Inspector; All Authorized District and Extension Offices
	1.C.2. Conducts ocular inspection		40 minute/s	• Inspector; All Authorized District and Extension Offices

the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.	1.C.3. Fills-out inspection report. If failed, advises the applicant to correct the defect/s and return for re-inspection		10 minute/s	• Inspector; All Authorized District and Extension Offices
LTO IT- Motor Vehicle Inspection Center (MVIC) 1.D. Please refer to notes/instructions below. Location: Land Transportation Office Motor Vehicle Inspection Center (MVIC) Notes/Instruction: *1.D.1 Submits requirements* *1.D.2. Proceeds to the cashier for payment of fees and receives O.R* *1.D.3. Presents the motor vehicle for inspection* *1.D.4 None* *1.D.5 Receives inspection report and requirements* *Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.* *b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day*	1.D.1. Receives requirements and evaluates the completenessandauthenticityof therequirements, stamps "received" the receiving copy of the application and issues Payment Order Slip (POS	**Formula Fees** Breakdown: MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGESINSPECTION FEE FOR RENEWAL APPREHENSIONSOTHER MISCELLANEOUS FEES SCHEDULE OF MOTOR VEHICLE INSPECTION	5 minute/s	• Receiving Clerk; Motor Vehicle Inspection Centers
	1.D.2. Accepts payment from applicant and issues Official Receipt (OR)		5 minute/s	• Cashier; Motor Vehicle Inspection Centers
	1.D.3. Inspects motor vehicle /conducts emission tests and fills out the inspection report		30 minute/s	• Inspector; Motor Vehicle Inspection Centers
	1.D.4. Approves inspection report		10 minute/s	• Approving Officer; Motor Vehicle Inspection Centers
	1.D.5. Issues inspection report/returns requirements to the applicant . If failed, advise the applicant to correct the defect/s and return for re-inspection If failed, advises the applicant to correct the		10 minute/s	• Releasing Clerk; Motor Vehicle Inspection Centers

and be prioritized at the step where he/she stopped.	defect/s and return for re-inspection			
LTO IT - District Offices 1.E. Please refer to notes/instructions below. Location: Land Transportation Office District / Extension Office Notes/Instruction: *1.E.1 Submits required documents* *1.E.2 Presents motor vehicle for inspection* *Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.* *b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.*	1.E.1. Receives required documents	None	5 minute/s	• Inspector; All Authorized District and Extension Offices
	1.E.2. Conducts ocular inspection		5 minute/s	• Inspector; All Authorized District and Extension Offices
	1.E.3. Fills-out inspection report. If failed, advises the applicant to correct the defect/s and return for re-inspection		10 minute/s	• Inspector; All Authorized District and Extension Offices

Total Processing Time:	
***For Motor Vehicle Inspection Center (MVIC)**	Working Days: 1 hour/s, 27 minute/s
***For LTMS District Office (LTMS)**	Working Days: 15 minute/s
***For Walk-In District Office**	Working Days: 55 minute/s
***For LTO IT- Motor Vehicle Inspection Center (MVIC)**	Working Days: 1 hour/s
***For LTO IT - District Offices**	Working Days: 20 minute/s
Total Processing Fee:	
***For Motor Vehicle Inspection Center (MVIC)**	Total Standard Fee: None

	See other fees below
***For LTMS District Office (LTMS)**	Total Standard Fee: None See other fees below
***For Walk-In District Office**	Total Standard Fee: None See other fees below
***For LTO IT- Motor Vehicle Inspection Center (MVIC)**	Total Standard Fee: None See other fees below
***For LTO IT - District Offices**	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

MOTOR VEHICLE INSPECTION SCHEDULE OF FEES AND CHARGES

MOTOR VEHICLE TYPE	SMOKE EMISSION TEST	MOTOR VEHICLE INSPECTION FEE	TOTAL
Motor Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs	P 40.00	P 50.00	P 90.00
Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs	P 40.00	P 75.00	P 115.00
Tricycles/For Hire	P 40.00	P 50.00	P 90.00
For Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs			P 80.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs			P 105.00
Motor Vehicles with Miscellaneous Transactions			
with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs			P 50.00
with Gross Vehicle Weight (GVW) more than 4,500kgs			P 75.00

1. A penalty of fifty pesos (P50.00) shall be collected for every vehicle that fails to meet the hereunder schedule for inspection/testing.

2. Re-inspection fee is collected when a motor vehicle fails the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed.

3. Should a motor vehicle fails any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during re-inspection.

INSPECTION FEE FOR RENEWAL

Weekly penalty for smoke emission test of For Hire, Government and Diplomatic Vehicles: P50.00

TYPE OF VEHICLE	FEE
PUJ	P 90.00
Taxi / TNVS	P 90.00
Garage Service	P 90.00
Government Vehicle	P 90.00
Diplomatic Vehicle	P 90.00
UV Express	P 90.00
Vehicle for Hire	P 90.00
Rent-A-Car	P 90.00
Tricycles for Hire	P 90.00
School Service (Below 4,500kgs GVW)	P 90.00
Re-Stamping Purposes	P 90.00

School Bus (Above 4,500kgs GVW)	P 115.00
TH / Trucks	P 115.00
Buses	P 115.00
Trailers	P 50.00
Stolen Recovered Vehicle / Carnapped	
For Hire	P 50.00
Private	P 50.00
Private Vehicles (Below 4,500kgs GVW)	P 50.00
Private Vehicles (Above 4,500kgs GVW)	P 75.00

APPREHENSIONS

Apprehended for Hire Vehicle (Below 4,500kgs GVW) Set	P 90.00
Apprehended for Hire Vehicle (Above 4,500kgs GVW) Set	P 115.00
Apprehended Vehicle (Correction of Defects)	
Below 4,500kgs	P 50.00
Above 4,500kgs	P 75.00

OTHER MISCELLANEOUS FEES

OTHER MISCELLANEOUS FEES	Below 4,500kgs GVW	Above 4,500kgs GVW
Droping Purpose	P 80.00	P 105.00
Transfer of Ownership	P 50.00	P 75.00
Duplicate of R/C R/Plate	P 50.00	P 75.00
Annotation / Cancellation of Mortgage	P 50.00	P 75.00
Change Engine / Color / Route	P 50.00	P 75.00
Change Chassis / Rebuilt	P 90.00	P 115.00
Change Body Design	P 50.00	P 75.00
Substitution (For LTFRB Use)	P 90.00	P 115.00
Change Denomination / Classification (CD/CC)	P 90.00	P 115.00
Set (Re-Test if Failed)	P 40.00	
Set (Voluntary Test)	P 40.00	
Revision of Gross Vehicle Weight (GVW)		
Vehicle Below 4,500kgs GVW	P 50.00	

Vehicle Above 4,500kgs GVW	P 75.00	

SCHEDULE OF MOTOR VEHICLE INSPECTION

LAST DIGIT OF PLATE NO.	MIDDLE DIGIT OF PLATE NO.	WEEKLY INSPECTION
1 - January	1, 2, 3	1st Week
2 - February		
3 - March		
4 - April	4,5,6	2nd Week
5 - May		
6 - June		
7 - July	7,8	3rd Week
8 - August		
9 - September	9,0	4th Week
0 - October		

1. Re-inspection fee is collected when a motor vehicle fails the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed.

2. Should a motor vehicle fail any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during re-inspection.

STORAGE OF MOTOR VEHICLE

Refers to the transaction where the Motor Vehicle (MV) / Motorcycle (MC) plates, Certificate of Registration (CR) and Official Receipt (OR) are surrendered to the LTO and the vehicle shall not be operated for a period of time until reactivated.

Office or Division:	All District and Extension Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle Owners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certification of Registration	
Any of the following:	
1.A. Certificate of Registration (CR) (1) Original Copy	Applicant / Client
1.B. Affidavit of Loss (1) Original Copy Remarks: In the absence of CR	Applicant / Client
2. Motor Vehicle / Motorcycle plate	
Any of the following:	
2.A. Motor Vehicle / Motorcycle plate (1) Original Copy	Applicant / Client
2.B. Affidavit of Loss (1) Original Copy	Applicant / Client

2.C. Certification
(1) Original Copy

Agency - Division: Land Transportation Office - Plate Unit

Remarks:

For non-availability of Plate

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submits requirements Location: Land Transportation Office	1.1. 1. Receives requirements	None	35 minute/s	• Receiving Clerk / Evaluator; All District and Extension Offices
	1.2. Issues queue number		5 minute/s	• Receiving Clerk / Evaluator; All District and Extension Offices
2. Receives queue number Location: Land Transportation Office	2. Retrieves Motor Vehicle information from the system and generates transaction ID	None	5 minute/s	• Receiving Clerk / Evaluator; All District and Extension Offices
3. Proceeds to the cashier for payment of fees and receives OR Location: Cashier	3. Accepts payment and issues Official Receipt (OR)	**Standard Fees** Breakdown: Storage of Plate: PHP 45 Legal Research Fund: PHP 10 Total: PHP 55 **Formula Fees** Breakdown: Surcharge	1 hour/s	• Cashier; All District and Extension Offices

4. Presents OR Location: Land Transportation Office	4. Issues Receipt of Returned Plate and Licenses (RRPL)	None	15 minute/s	• Supply Officer; All District and Extension Offices
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 55 See other fees below		
Formula / Schedule of Fees **Surcharge** If applicable				

REQUEST FOR MOTOR VEHICLE VERIFICATION

Request of motor vehicle information for investigation and other legal purposes.

Office or Division:	Management Information Division
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Law enforcement and other government agencies, private entities, bank, foreign embassies, and financial institutions.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Request from Authorized Government Agency	
A.1. Letter Request (1) Original Copy	Applicant / Client
A.2. Support Legal Documents (1) Original Copy Remarks: Police Report, Court Order, Subpoena, Proceeding Filed or consent from the Motor Vehicle owner	**Agency - Division:** Philippine National Police (PNP), Ombudsman, Court, Bureau of Internal Revenue (BIR), Anti-Money Laundering Agency (AMLA), and other Government Agencies exercising investigative, enforcement and quasi-judicial functions - N/A

Sub Situational Requirement/s

A.a. Requesting Party is Not Available

A.a.1. Authorization Letter
(1) Original Copy

Applicant / Client

A.a.2. Company Issued ID with Photo and Signature

Company Issued ID

B. Request from Private Entities, Bank, Foreign Embassies, and Financial Institutions

B.1. Waiver from the Motor Vehicle Owner
(1) Original Copy

Agency - Division: Motor Vehicle Owner - N/A

B.2. Authorization Letter from Private Entities, Bank, Foreign Embassies, and Financial Institutions
(1) Original Copy

Applicant / Client

B.3. Any issued ID with Photo and Signature of the Requesting Party and the Motor Vehicle Owner

a. Government issued ID's - Philippine Identification (PhilID) Card,Philippine passport, Social Security System (SSS) Card, UMID Card, PhilHealth ID, TIN Card, Postal ID, Voter’s ID, Barangay ID, Professional Regulation Commission (PRC) ID, Senior Citizen ID, OFW ID, Overseas Workers Welfare Administration (OWWA) ID, National Council of Disabled Affairs (NCDA) ID, Solo Parent ID,Voter’s Certification, Government Services and Insurance System (GSIS) e-Card, Seaman's Book, Government Owned and/or Controlled Corporations (GOCC) ID, Home Development Mutual Fund (HDMF) ID, Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines (IBP) ID

b. Company Issued ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements. Location: Records Section, Management Information Division	1.1. Receives requirements.	None	10 minute/s	• Receiving Clerk; Records Section
	1.2. Verifies motor vehicle information from LTO-IT database and prints screenshot.		30 minute/s	• Records Officer; Records Section
	1.3. Prepares Reply Letter and Verification Result (even with no record)		10 minute/s	• Records Officer; Records Section
2.Verification				
Outright Verification - For Private Individual / Entity 2.A.Pays verification fee. Location: Collection Unit, Financial Division	2.A. Accepts payment.	**Standard Fees** Breakdown: Verification Fee: PHP 40 Total: PHP 40	1 hour/s	• Cashier; Collection Unit
Outright Verification - For Government 2.B.None. Location: N/A	2.B. N/A	None	1 minute/s	• N/A; Records Section
With Certified True Copies of Registration Documents - For Private Individual / Entity 2.C.Please refer to notes/instruction below. Location: 2.C.1. Records Section, Management Information Division	2.C.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	**Standard Fees** Breakdown: Verification Fee: PHP 40 Total: PHP 40	15 working day/s	• Records Officer; Records Section

2.C.2. Collection Unit, Financial Division Notes/Instruction: *2.C.1. None.* *2.C.2. Pays verification fee.* *2.C.3. Receives verification result.*	2.C.2. Accepts payment.		1 hour/s	• Cashier; Collection Unit
	2.C.3. Releases the verification result and the Certified True Copy of Registration Documents.		10 minute/s	• Releasing Officer; Records Section
With Certified True Copies of Registration Documents - For Government 2.D.Please refer to notes/instruction below. Location: Records Section, Management Information Division Notes/Instruction: *2.D.1. None.* *2.D.2. Receives verification result.*	2.D.1. Request of Certified True Copies of Registration Documents will be endorsed to the concerned LTO Field Office for their appropriate action.	None	15 working day/s	• Records Officer; Records Section
	2.D.2. Releases the verification result and the Certified True Copy of Registration Documents.		10 minute/s	• Releasing Officer; Records Section

Total Processing Time:	
***For Outright Verification - For Private Individual / Entity**	Working Days: 1 hour/s, 50 minute/s
***For Outright Verification - For Government**	Working Days: 51 minute/s
***For With Certified True Copies of Registration Documents - For Private Individual / Entity**	Working Days: 15 working day/s, 2 hour/s
***For With Certified True Copies of Registration Documents - For Government**	Working Days: 15 working day/s, 1 hour/s

Total Processing Fee:	
***For Outright Verification - For Private Individual / Entity**	Total Standard Fee: PHP 40

***For Outright Verification - For Government**	Total Standard Fee: None
***For With Certified True Copies of Registration Documents - For Private Individual / Entity**	Total Standard Fee: PHP 40
***For With Certified True Copies of Registration Documents - For Government**	Total Standard Fee: None

RE-STAMPING OF ENGINE/CHASSIS NUMBER

Re-stamping is done on motor vehicles with defaced engine/chassis number.

Office or Division:	All Regional Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Motor Vehicle Owner
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certificate of Registration (CR) (1) Original Copy	Applicant / Client
2. Affidavit of Owner stating the reason/s or need for re-stamping (1) Original Copy	Applicant / Client
3. Duly accomplished Motor Vehicle Inspection Report (MVIR) (1) Original Copy	**Agency - Division:** Land Transportation Office - LTO District Office / Extension Office, Motor Vehicle Inspection Center (MVIC)
4. Findings and recommendation (1) Original Copy	**Agency - Division:** Land Transportation Office - LTO District Office that issued the latest CR
5. Endorsement to PNP-HPG Crime Laboratory (1) Original Copy	**Agency - Division:** Land Transportation Office - Concerned LTO Regional Office
6. PNP-HPG Crime Laboratory Recommendation, macro-etching report and Official Receipt endorsed to LTO (1) Original Copy	**Agency - Division:** Philippine National Police - Highway Patrol Group Motor Vehicle Clearance Division

7. Certificate of re-stamping
(1) Original Copy

Agency - Division: Land Transportation Office - Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits application for re-stamping Location: Land Transportation Office	1.1. 1. Receives application for re-stamping	None	10 minute/s	• Receiving Clerk; All Authorized District Offices
	1.2. Endorses to the District Office (DO) concerned		5 minute/s	• Receiving Clerk; All Authorized District Offices
	1.3. Confirmation of CR if the issuing District Office is from other Region		5 minute/s	• Receiving Clerk; All Authorized District Offices
2. None Location: None	2.1. Inspect motor vehicle	None	1 hour/s	• MV Inspector; All Regional Offices
	2.2. Endorses back to the regional office		1 hour/s	• Records Officer; All Authorized District Offices
3. None Location: None	3. Prepares endorsement to PNP for laboratory examination	None	20 minute/s	• Regional Director (RD) / Assistant Regional Director (ARD)/ Chief, Operations Division; All Regional Offices
4. None Location: None Notes/Instruction: *4.1 Receives endorsement and proceeds to PNP for Laboratory Examination of the MV*	4. Issues endorsement and instruct applicant to proceed to PNP for Laboratory Examination of the MV	None	5 minute/s	• Operations Division; Operations Division - Regional Office

5. Submits PNP Laboratory Report and other documents to Transacting DO Location: Land Transportation Office	5.1. Receives and evaluates PNP/TMG Crime Laboratory Report and other documents	None	10 minute/s	• Evaluator; All Authorized District Offices
	5.2. Prepares endorsement to the Regional Office for approval of the re-stamping		10 minute/s	• Evaluator; All Authorized District Offices
6. None Location: None	6. Approves Endorsement	None	5 minute/s	• Evaluator; Operations Division - Regional Office
7. None Location: None	7. Recommends approval for re-stamping of engine/chassis number	None	5 minute/s	• Chief; Operations Division - Regional Office
8. None Location: None	8. Approves re-stamping	None	10 minute/s	• Regional Director (RD) / Assistant Regional Director (ARD); All Regional Offices
9. Proceeds to the LTO accredited manufacturer/ rebuilder to effect re stamping Location: Cashier	9. none	None	1 minute/s	• Cashier; Operations Division - Regional Office
10. Submits the stencils of the re-stamped engine/chassis and pay for the re-stamping fee. Location: Land Transportation Office Notes/Instruction: *1. A penalty of fifty pesos (P 50.00) shall be collected for every vehicle that falls to meet the hereunder schedule for inspection/testing*	10. Issues certificate of re-stamping with official receipt	**Standard Fees** Breakdown: Re-stamping Fee: PHP 30 Legal Research Fee: PHP 10 --- Total: PHP 40 **Formula Fees** Breakdown: Motor Vehicle with Gross Vehicle Weight	19 minute/s	• Cashier; All Authorized District Offices

2. Re-inspection fee is collected when a motor vehicle falls the first inspection. Re-inspection of the vehicle shall cover only the item where it previously failed. *3. Should a motor vehicle fail any or both smoke emission tests and motor vehicle inspection, applicable fee or fees shall be collected accordingly during reinspection.*		(GVW) equal to or less than 4,500kgs Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgsTricycles/For HireFor Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgsFor Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgsMotor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) more than 4,500kgs		
General Remarks Note: Processing time starts upon the submission of complete documentary requirements under normal situations.				
Total Processing Time:		Working Days: 3 hour/s, 45 minute/s		

Total Processing Fee:	Total Standard Fee: PHP 40 See other fees below

Formula / Schedule of Fees

Motor Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs

a. Smoke Emission P 40.00

b. Motor Vehicle Inspection 50.00

Total: P 90.0

Motor Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs

a. Smoke Emission P 40.00

b. Motor Vehicle Inspection 75.00

Total: P 115.00

Tricycles/For Hire

a. Smoke Emission P 40.00

b. Motor Vehicle Inspection 75.00

Total: P 115.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs

P 80.00

For Dropping Vehicle with Gross Vehicle Weight (GVW) more than 4,500kgs

P 105.00

Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) equal to or less than 4,500kgs

P 50.00

Motor Vehicles with Miscellaneous Transactions with Gross Vehicle Weight (GVW) more than 4,500kgs

P 75.00

ISSUANCE OF MOTOR VEHICLE CONDUCTION STICKER SERIES

Application for the issuance of Motor Vehicle Conduction Sticker Series

Office or Division:	Technical Evaluation Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Manufacturer, Importer, Assembler
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Batas Pambansa Bilang 43 and 74 and R.A. 4136

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application Form For Conduction Sticker Series Assignment (1) Original Copy Remarks: Under Oath	Applicant / Client
2. Letter Request (1) Original Copy	Applicant / Client
For Situational Requirement	
A. Additional Request for Assignment of Conduction Sticker Series	

A.1. Conduction Sticker Series Utilization Report
(1) Original Copy

Applicant / Client

Remarks:

Manufacturer / Importer / Assembler shall only be allowed to request for new Conduction Sticker Series if they have utilized ninety percent (90%) of their previous request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Office of the Chief, Operations Division Location: Operations Division - Central Office	1.1. Receives and evaluate the submitted requirements	None	10 minute/s	• Receiving Officer; Operations Division - Central Office
	1.2. Forwards the documents to the Evaluator		2 minute/s	• Receiving Officer; Operations Division - Central Office
2. None Location: N/A	2. Assigns conduction sticker series and prepares letter of approval	None	30 minute/s	• Evaluator; Technical Evaluation Section
3. None Location: N/A	3. Affixes initial in the Letter of Approval and endorses the same to the Office of the Executive Director	None	20 minute/s	• Chief; Operations Division - Central Office • Chief; Technical Evaluation Section
4. None Location: N/A	4. Recommends approval of application to the Assistant Secretary	None	10 minute/s	• Executive Director; Office of the Executive Director
5. None Location: N/A	5. Approves Letter of Approval and forwards the same to the Office of the Operations Division	None	10 minute/s	• Assistant Secretary; Office of the Assistant Secretary

6. Receives Payment Order Slip (POS) Location: Technical Evaluation Section - Operations Division, LTO Central Office	6. Issues Payment Order Slip (POS)	None	5 minute/s	• Evaluator; Technical Evaluation Section
7. Pays fees and receives Official Receipt (OR) Location: Financial Division - Central Office	7. Receives payment and issues OR	**Standard Fees** Breakdown: Application Fee: PHP 500 LRF: PHP 10 --- Total: PHP 510	15 minute/s	• Cashier; Financial Division
8. Receives Letter of Approval Location: Operation Division - Central Office	8. Release Letter of Approval	None	5 minute/s	• Releasing Officer; Operations Division - Central Office
Total Processing Time:		Working Days: 1 hour/s, 47 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 510		

VERIFICATION OF CONDUCTION STICKER

To provide authenticated information of motor vehicles using the conduction sticker.

Office or Division:	Technical Evaluation Section
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	• PNP and Other Law Enforcement Agencies • The Courts • Quasi-Judicial Bodies • Authorized Government Agencies • Private Individuals and/or Entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request. (1) Original Copy	Applicant / Client
2. Valid Government ID of the requesting party and/or representative of the entity (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. Additional Requirement for Private Individual and/or Entity	
A.1. Supporting documents proving legitimacy of purpose such as Police Report, Court Order, Waiver from the owner of the vehicle, and/or other related documents. (1) Certified True Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the requirements to the Office of the Chief,	1. Receives and evaluate the submitted requirements	None	5 minute/s	• Receiving Officer; Operations Division - Central Office

Operations Division Location: Operations Division - Central Office				
2. None Location: None	2. Forwards the documents to the Evaluator	None	2 minute/s	• Receiving Officer; Operations Division - Central Office
3. None Location: None	3. Verifies Conduction Sticker number in the system.	None	15 minute/s	• Evaluator; Technical Evaluation Section
4. Receives the verification documents Location: Operations Division - Technical Evaluation Section	4. Prints and provides verified information to the client	None	10 minute/s	• Evaluator; Technical Evaluation Section
Total Processing Time:		Working Days: 32 minute/s		
Total Processing Fee:		Total Standard Fee: None		

REQUEST FOR DATA TAKE-ON (thru email)

Updating of Motor Vehicle details which was transacted manually.

Office or Division:	Records Section
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle owners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished original Data Take-On (DTO) Form (1) Original Copy	**Agency - Division:** Land Transportation Office - Originating / Transacting District Office
2. Initial Certificate of Registration (CR) and latest Official Receipt (OR) (1) Certified True Copy Remarks: In case of no Certified True Copy of initial Certificate of Registration (CR), one (1) Certified True Copy of Registry File Book or Plate Monitoring Report is required	**Agency - Division:** Land Transportation Office - Originating / Transacting District Office
3. Duly accomplished original Motor Vehicle Inspection Report (MVIR) (latest) and Official Receipt (OR) (1) Original Copy	**Agency - Division:** Land Transportation Office - Motor Vehicle Inspection Center (MVIC)
4. Sales Invoice (1) Certified True Copy	**Agency - Division:** Land Transportation Office - Originating District Office
5. Stock Report (CSR) or Confirmation Certificate (1) Certified True Copy	**Agency - Division:** Land Transportation Office - Originating District Office

6. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance
(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

7. Government issued ID with photo and signature of the owner

(any valid government issued ID)

8. Confirmation reply
(1) Certified True Copy

Remarks:

(If requesting District Office is not the Originating District Office)

Agency - Division: Land Transportation Office - Originating District Office

For Situational Requirement

A. Transfer of Ownership

A.1. Deed of Sale
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B. Change Engine/Chassis and Rebuilt

B.1. Sales Invoice for Engine/Chassis, Deed of Sale for Rebuilt
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.2. Affidavit of Change Engine/Chassis Number or Rebuilt
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance for Change Engine/Chassis Number or Rebuilt
(1) Photo Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

B.4. Sales Invoice of Newly Acquired Engine and Chassis Number
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

B.5. Certificate of Stock Reported (CSR) for Engine/Chassis/Confirmation Certificate for Engine/Chassis
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

C. Auctioned Motor Vehicles

C.1. Certificate of Sale
(1) Certified True Copy

Agency - Division: Land Transportation Office - Central Office / Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: None	1. Prepares request for Data Take On and attaches requirements	None	1 working day/s	• Receiving Officer; Any of requesting office / division
2. None Location: None	2. District Office forwards request to MID-Records thru email	None	30 minute/s	• Site Support; Any of requesting office / division
3. None Location: None	3.1. MID-Records Section receives from courier or e-mail and prints DTO request	None	30 minute/s	• Receiving Officer - Records Section; Management Information Division
	3.2. MID-Records Section evaluates the submitted documents		1 hour/s	• Evaluator - Records Section; Management Information Division
	3.3. MID-Records encodes the MV details in the system		30 minute/s	• Records Officer; Management Information Division
	3.4. For request with incomplete requirements, MID-Records Site Support notifies the concerned District Office of the lacking requirements		1 hour/s	• Site Support - Records Section; Management Information Division
4. None Location: None	4. District Office informs MV owner on the implemented DTO request	None	10 minute/s	• Records Officer; Any of requesting office / division

General Remarks

• If the requirement is not found in the originating District Office. The Motor Vehicle owner shall have the burden of proof in presenting the requirement.

• Processing time does not include the waiting time for the submission of complete requirements by the MV owner.

Total Processing Time:	Working Days: 1 working day/s, 3 hour/s, 40 minute/s
Total Processing Fee:	Total Standard Fee: None

REQUEST FOR DATA TAKE-ON (thru courier)

Updating of Motor Vehicle details which was transacted manually.

Office or Division:	Records Section
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Motor Vehicle owners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished original Data Take-On (DTO) Form (1) Original Copy	**Agency - Division:** Land Transportation Office - Originating / Transacting District Office
2. Initial Certificate of Registration (CR) and latest Official Receipt (OR) (1) Certified True Copy Remarks: In case of no Certified True Copy of initial Certificate of Registration (CR), one (1) Certified True Copy of Registry File Book or Plate Monitoring Report is required	**Agency - Division:** Land Transportation Office - Originating / Transacting District Office
3. Duly accomplished original Motor Vehicle Inspection Report (MVIR) (latest) and Official Receipt (OR) (1) Original Copy	**Agency - Division:** Land Transportation Office - Motor Vehicle Inspection Center (MVIC)
4. Sales Invoice (1) Certified True Copy	**Agency - Division:** Land Transportation Office - Originating District Office
5. Certificate of Stock Report (CSR) or Confirmation Certificate (1) Certified True Copy	**Agency - Division:** Land Transportation Office - Originating District Office

6. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance
(1) Certified True Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

7. Valid government issued ID with photo and signature of the owner

(any valid government issued ID)

8. Confirmation Reply
(1) Certified True Copy

Remarks:

If requesting District Office is not the Originating District Office

Agency - Division: Land Transportation Office - Originating District Office

For Situational Requirement

A. Transfer of Ownership

A.1. Deed of Sale
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B. Change Engine/Chassis and Rebuilt

B.1. Sales Invoice for Engine/Chassis, Deed of Sale for Rebuilt
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.2. Affidavit of Change Engine/Chassis Number or Rebuilt
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating / Transacting District Office

B.3. Philippine National Police - Highway Patrol Group (PNP-HPG) Clearance for Change Engine/Chassis Number or Rebuilt
(1) Photo Copy

Agency - Division: Philippine National Police - Highway Patrol Group (PNP-HPG)

B.4. Sales Invoice of Newly Acquired Engine and Chassis Number
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

B.5. Certificate of Stock Reported (CSR) for Engine/Chassis/Confirmation Certificate for Engine/Chassis
(1) Certified True Copy

Agency - Division: Land Transportation Office - Originating District Office

C. Auctioned Motor Vehicles

C.1. Certificate of Sale
(1) Certified True Copy

Agency - Division: Land Transportation Office - Central Office / Regional Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits requirements Location: None	1. Prepares request for Data Take On and attaches requirements	None	1 working day/s	• Receiving Officer; Any of requesting office / division
2. None Location: None	2. District Office forwards request to MID-Records thru courier	None	3 working day/s	• Site Support; Any of requesting office / division
3. None Location: None	3.1. MID-Records Section receives from courier or e-mail and prints DTO request	None	30 minute/s	• Receiving Officer; Management Information Division
	3.2. MID-Records Section evaluates the submitted documents		1 hour/s	• Evaluator; Management Information Division
	3.3. MID-Records encodes the MV details in the system		30 minute/s	• Records Officer; Management Information Division
	3.4. For request with incomplete requirements, MID-Records Site Support notifies the concerned District Office of the lacking requirements		1 hour/s	• Site Support; Management Information Division
4. None Location: None	4. District Office informs MV owner on the implemented DTO request	None	10 minute/s	• Records Officer; Any of requesting office / division
General Remarks				

• If the requirement is not found in the originating District Office. The Motor Vehicle owner shall have the burden of proof in presenting the requirement.

• Processing time does not include the waiting time for the submission of complete requirements by the MV owner.

Total Processing Time:	Working Days: 4 working day/s, 3 hour/s, 10 minute/s
Total Processing Fee:	Total Standard Fee: None