HIGHWAY PATROL GROUP (HPG)

1. **Processing and Issuance of Motor Vehicle Clearance Certificate:**

a. Transfer of Ownership

Processing and issuance of Motor Vehicle Clearance Certificate for Transfer of Ownership of one second-hand motor vehicle or motorcycle.

Office/Division:	Highway Patrol Group Motor Vehicle Clearance Division
Classification:	Simple
Type of Transaction:	G2C, G2B, & G2G
Who may avail:	All person of legal age
TRANSFER OF OWNERSHIP	
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Deed of Absolute Sale or Writ of Execution from court authorizing the transfer (NOTARY PUBLIC). (1 original & 1 photocopy) (with 2 valid id's from Vendor and vendee)	Notary Public or Regional Trial Court
2. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy)	Land Transportation Office
3. If vehicle is mortgaged, submit Cancellation/Release/Assumption of Mortgage original copies (from the company dealer of MV/Bank). (1 original copy & 1 photocopy per Cancellation/Release/Assumption of Mortgage)	From the company dealer of motor vehicle or bank institution
4. If vehicle was acquired from a company/ corporation, submit Secretary's Certificate original copy. (1 original & 1 photocopy)	Company Secretary Board
5. If the sale was made through a representative, submit Special Power of Attorney, original copy. (1 original & 1 photocopy)	Notary Public
6. If MV was acquired from insurance company, certification from insurance company that subject MV was not declared a total loss/wrecked prior to sale. (1 original & 1 photocopy)	Insurance Company
7. Macro Etching Certificate (1	PNP-Forensic Service – Physical Identification

original)	Division
8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy).	Land Bank of the Philippines – Cashier

b. Change of Engine/ Motor

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Engine/Motor of one second-hand motor vehicle or motorcycle.

CHANGE OF ENGINE/MOTOR	
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Sales Invoice of the engine (1 original& 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported of the engine (1 original & 1 photocopy)	Land Transportation Office
3. Affidavit of Change Engine (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy)	Notary Public
4. If engine was acquired from a private person or company/corporation, submit Deed of Sale of the engine (1 original & 1 photocopy) (with 2 valid id's from Vendor and vendee)	Company Secretary Board
5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired engine (1 original & 1 photocopy)	Land Transportation Office
6. Macro Etching Certificate (1 original)	PNP Forensic Service – Physical Identification Division
7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy)	Land Bank of the Philippines – Cashier

c. Change of Chassis/Vin/Frame

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Chassis/Frame of one second-hand motor vehicle or motorcycle.

CHANGE OF CHASSIS/VIN/FRAME	
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Sales Invoice of the chassis (1 original & 1 photocopy)	From the Engine Shop/Store
2. LTO Certificate of Stock Reported	Land Transportation Office