

## MOTOR VEHICLE CLEARANCE CERTIFICATE (MVCC)

Office: Regional Highway Patrol Unit 5 (Motor Vehicle Clearance Division)

Duration: 4 working days

### Documentary Requirements:

- a. **Original Registration (Brand New- Local)**
  1. Original Sales Invoice
  2. Original LTO Certificate of Stock Reported
  3. TIN of Dealer and New Owner
  4. Stencil of Engine and Chassis Numbers
- b. **Original Registration (Brand New-Imported)**
  1. Original BOC Certificate of Payment
  2. Original LTO Certificate of Stock Reported
  3. Informal Entry
  4. Bill of Lading
  5. Stencil of Engine and Chassis
  6. TIN Dealer and New Owner
- c. **Original Registration (Second Hand-Imported)**
  1. Original BOC Certificate of Payment
  2. Original LTO Certificate of Stock Reported
  3. Informal Entry
  4. Bill of Lading
  5. Macro-Etching Certificate
  6. TIN Dealer and New Owner
- d. **Original Registration (Completely Knocked-Down-Imported)**
  1. Original BOC Certificate of Payment
  2. Original LTO Certificate of Stock Reported on the Engine, Chassis and Body
  3. Original Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder)
  4. Informal Entry
  5. Bill of Lading
  6. Macro-Etching Certificate for Vehicles with Gross weight of 4,500 kg and below
  7. TIN of New Owner
- e. **Change Color**
  1. Original Certificate of Registration and Official Receipt
  2. Original Affidavit of Change Color (duly notarized and to be executed by the owner and painter)
  3. Macro-Etching Certificate
- f. **Original Registration (Imported-Voluntary of Payment)**
  1. Original BOC Certificate of Payment
  2. Original LTO Certificate of Stock Reported
  3. Macro-Etching Certificate
  4. TIN of Dealer and New Owner
- g. **Original Registration (Assembled-Rebuilt)**
  1. Original Sales Invoice
  2. Original LTO Certificate of Stock Reported on the Engine and Chassis
  3. Original Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder)
  4. Original Deed of Sale of the Engine and Chassis (if engine/chassis was acquired from a private person or company)
  5. Original Certificate of Registration and LTO official receipt covering the acquired Engine and Chassis
  6. Macro-Etching Certificate for Vehicles with gross weight of 4,500 kg and below or Stencil of Engine and Chassis if gross weight is more than 4, 500 kg
  7. TIN of Applicant and Rebuilder
- h. **Original registration (Acquired thru Bidding)**
  1. Original Sales Invoice (Original receipt)
  2. Certificate of Award
  3. Macro-Etching Certification
  4. Certificate of Assignment of LTO number (if tampered)
  5. TIN of Dealer and New Owner
- i. **Change Body Design**
  1. Original Certificate of Registration and Official Receipt
  2. Original Affidavit of Change Color (duly notarized and to be executed/signed by the owner and builder)
  3. Macro-Etching Certificate
- j. **Transfer of Ownership**
  1. Original Deed of sale or Writ of Execution from court authorizing the transfer
  2. Original LTO Certificate of Registration and Official Receipt
  3. Original Copy of Cancellation/Release/Assumption of Mortgage (if vehicle is mortgaged)
  4. Original Copy of Secretary's Certificate (if vehicle was acquired from a company/corporation)
  5. Original Copy of Special Power of Attorney (if the sale was made through a representative)
  6. Certification from Insurance Company that the subject MV was not declared a total loss/wrecked prior to sale (if vehicle was acquired from an insurance company)
  7. Macro-Etching Certificate
  8. TIN of the Vendor and Certificate
- k. **Change Engine/Chassis**
  1. Original Sales Invoice of the Engine/Chassis
  2. Original LTO Certificate of Stock Reported of the Engine/Chassis
  3. Original Affidavit Change Engine/Chassis (duly notarized and to be executed by the owner and mechanic)
  4. Original Deed of Sale of the Engine/Chassis (if engine/chassis was acquired from a private person or company/corporation)
  5. Original LTO Certificate of Registration and official Receipt covering the acquired Engine/Chassis
  6. Macro-Etching Certificate
- l. **For Record Check**
  1. Original Certificate of Registration and official Receipt
  2. Macro-Etching Certificate
- m. **For Permit to Assemble**
  1. Statement Under Oath by the Owner (Containing the Type, Make and Serial Number of the Engine and Chassis and Body, if any)
  2. Complete List of the Spare Parts of the Motor Vehicle to be Assembled or Rebuilt together with the names and addresses of the source thereof

Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section and fill-up an Application Form.	-	Action Officer	MVCD Form 1	None	30 min
2.	Submit the form together with the required documents.	Checks the completeness of required documents. Issues order of Payment for Land Bank of the Philippines.				
3.	Go to Land Bank of the Philippines (LBP) and pay the necessary fees.	Land bank of the Philippines is an entity outside the PNP organization (work time not included).	LBP Action Officer	-	P150.00 <ul style="list-style-type: none"> <li>Permit to Assemble</li> </ul> P200.00 (Original Registration) <ul style="list-style-type: none"> <li>Local and Imported</li> </ul> P300.00 <ul style="list-style-type: none"> <li>Transfer of Ownership</li> <li>Change Engine</li> <li>Change Chassis</li> <li>Change Color</li> <li>Change Body Design</li> <li>For Shipment</li> <li>Record Check</li> </ul> P400.00 (Original Registration) <ul style="list-style-type: none"> <li>Imported Secondhand</li> <li>Completely Knocked-down</li> <li>Imported Voluntary Payment</li> <li>Acquired thru Bidding</li> </ul> P550.00 (Original Registration) <ul style="list-style-type: none"> <li>Assembled-Rebuilt</li> </ul>	
4.	Go Back to Receiving Section of the HPG MVCD and get a copy of action slip and claim stub.	Issues action slip and claim stub.	Action Officer	None		5 min
5.	Go to Motor Vehicle Inspection Section.	Physical inspection of the Motor Vehicle.	Vehicle Inspector	None		30 min
		Macro-Etching Examination of Motor Vehicle's Engine and Chassis Number.	Crime laboratory Service Technician			2 hours
6.	Return after three (3) working days.	Initial Processing of application documents.	Processing Officer	None	None	1 hour
		Record Verification.	Verifier			8 hours
		Encoding and printing of Clearance Certificate.	Processing Officer			2 hours
		Back to processing for counterchecking of printed clearance.	Processing Officer			30 min
		Final Processing for signature.	Processing and Clearance Officer			1 hour
		Sorting and Stamping of printed Clearance certificate.	Releasing Officer			12 hours
7.	Present claim stub at the Releasing Section.	Records Release of Clearance Certificate.	Releasing Officer	None		10 min

## NATIONWIDE ALARM

**Office: Regional Highway Patrol Unit 5 (Office of the Motor Vehicle Concern Center)**

**Duration: 9 working days**

**Documentary Requirements:**

1. Original OR/CR of the subject Motor Vehicle (MV)
2. Vehicle Sales Invoice
3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO)
4. Certificate of Encumbrance (if the MV is encumbered and photocopy of OR/CR authenticated by the financing company)
5. Secretary's Certificate or Board resolution stating the authorized user of the MV (if it is registered to a company)
6. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing if the stencil of the Engine and Chassis Numbers)
7. Keys of the subject Motor Vehicle
8. Insurance Policy
9. Police Report from the local PNP Unit that has territorial jurisdiction of the area where the incident occurred
10. Valid Identification Cards of the rightful owner and the person who has control of the MV when it was seized
11. Two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the MV when it was seized
12. Result of Validation Report

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section and secure the stub number and wait for your turn.	Provides service number and guides the applicant to waiting area.	Action Officer		None	
2.	Go to Investigation Section, Fill-up an Application Form and Submit all the Requirements.	Conducts an initial interview and evaluation of the application.		OMVCC, RMVCS Form 1		2 hours
3.	Come back after 8 working days.	Makes transmittal to Motor Vehicle Clearance Division (RMVCS).	Chief, OMVCC, RMVCS			
		Checks completeness and guidelines of requirements.	Designated Investigator	None		8 days
		Conducts investigation in the place of incident.				
		Conducts Interview of the witnesses.				
		Provides pull out records request to LTO.				
Makes investigation report for the Clearing Committee and for the Director HPG.						
4.	Claim approved/denial of the Nationwide Alarm.	Issues Approved Alarm Sheet or Letter of Denial.	Releasing Officer	None		2 min

## CERTIFICATE OF NON-RECOVERY

**Office: Regional Highway Patrol Unit 5 (Office of the Motor Vehicle Concern Center)**

**Duration: 7 working days**

**Documentary Requirements:**

1. Original OR/CR of the subject Motor Vehicle (MV)
2. Vehicle Sales Invoice
3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO)
4. Certificate of Encumbrance (if the MV is encumbered and photocopy of OR/CR authenticated by the financing company)
5. Secretary's Certificate or Board resolution stating the authorized user of the MV (if it is registered to a company)
6. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing if the stencil of the Engine and Chassis Numbers)
7. Keys of the subject Motor Vehicle
8. Insurance Policy
9. Police Report from the local PNP Unit that has territorial jurisdiction of the area where the incident occurred
10. Valid Identification Cards of the rightful owner and the person who has control of the MV when it was seized
11. Two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the MV when it was seized
12. Result of Validation Report

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section. Fill-up an Application Form and submit all the Requirements.	Issues application for Certificate of Non-Recovery (CNR).	Action Officer	OMVCC, RMVCS Form 1		2 min
2.	Come back after 6 working days.	Retrieves the folder used in the application for Alarm Certificate. Prepares the Summary Investigation Report for submission to Higher Headquarters for final disposition and approval/disapproval of the Director HPG.	Designated Investigator	None	None	30 min 6 days
3.	Claim the Certificate of Non-Recovery at HPG, Camp Crame.	Informs the applicant to personally receive the Certificate of Non-Recovery at HPG, Camp Crame.				2 min



## LIFTING OF ALARM

**Office: Regional Highway Patrol Unit 5 (Office of the Motor Vehicle Concern Center)**

**Duration: 11 working days**

**Documentary Requirements:**

1. Original OR/CR of the subject Motor Vehicle (MV)
2. Vehicle Sales Invoice
3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO)
4. Certificate of Encumbrance (if the MV is encumbered and photocopy of OR/CR authenticated by the financing company)
5. Secretary's Certificate or Board Resolution stating the authorized user of the MV (if it is registered to a company)
6. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing if the stencil of the Engine and Chassis Numbers)
7. Police Report from the local PNP Unit that has territorial jurisdiction of the area where the incident occurred
8. Valid Identification Cards of the rightful owner and the person who has control of the MV when it was seized
9. Two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the MV when it was seized
10. Spot Recovery Report of MV
11. Turnover of release of MV
12. Certificate of No Claim from Insurance Company or Affidavit of No Alarm
13. Macro-Etching Result
14. Picture of Motor Vehicle

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section and Fill-up an Application Form.	Issues application for Lifting of Alarm.	Action Officer	OMVCC, RMVCS Form 1	None	2 min
2.	Submit the required documents.	Retrieves the folder used in the application for Alarm Certificate.	Designated Investigator	None		30 min
3.	Come back after 10 working days.	Checks completeness and genuineness of requirements submitted.				10 days
		Prepares the Summary Investigation Report for submission to Higher Headquarters for final disposition and approval/disapproval of the Director HPG.				2 min
4.	Claim the Certificate for Lifting of Alarm at HPG, Camp Crame.	Informs the applicant to personally receive the Certificate for Lifting of Alarm at HPG, Camp Crame.				

## RE-STAMPING AS RESULT OF CARNAPPING WITH TAMPERED ENGINE AND/OR CHASIS

Office: Regional Highway Patrol Unit 5 (Office of the Motor Vehicle Concern Center)

Duration: 7 working days

**Documentary Requirements:**

1. Original OR/CR of the subject Motor Vehicle (MV)
2. Vehicle Sales Invoice
3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO)
4. Certificate of Encumbrance (if the MV is encumbered and photocopy of OR/CR authenticated by the financing company)
5. Secretary's Certificate or Board resolution stating the authorized user of the MV (if it is registered to a company)
6. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing if the stencil of the Engine and Chassis Numbers)
7. Police Report from the local PNP Unit that has territorial jurisdiction of the area where the incident occurred
8. Valid Identification Cards of the rightful owner and the person who has control of the MV when it was seized
9. Two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the MV when it was seized
10. Spot Recovery Report of MV
11. Turnover of release of MV
12. Certificate of No Claim from Insurance Company or Affidavit of No Alarm
13. Macro-Etching Result
14. First Endorsement from LTO
15. Picture of MV

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section and Fill-up an Application Form.	Issues application for Re-Stamping. To be submitted to HPG Headquarters.	Action Officer	OMVCC, RMVCS Form 1	None	2 min
2.	Proceed to Investigation Section with First Endorsement from LTO.	Retrieves the folder used in the application for Lifting of Alarm.	Designated Investigator	None		30 min
3.	Come back after 6 working days.	Prepares the Summary Investigation Report for submission to Higher Headquarters for final disposition and approval/disapproval of the Director HPG.				6 days
4.	Claim the HPG Second Endorsement Letter with approved Investigation Report.	Issues the HPG Second Endorsement with Approved Investigation Report to LTO Agency.	Releasing Officer	2 min		

## RE-STAMPING AS RESULT OF NATURAL DETERIORATION

Office: Regional Highway Patrol Unit 5 (Office of the Motor Vehicle Concern Center)

Duration: 7 working days

**Documentary Requirements:**

1. Original OR/CR of the subject Motor Vehicle (MV)
2. Vehicle Sales Invoice
3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO)
4. Certificate of Stock Reported
5. Confirmation Certificate
6. PNP Motor Vehicle Certificate
7. Certificate of Encumbrance (if the MV is encumbered and photocopy of OR/CR authenticated by the financing company)
8. Secretary's Certificate or Board resolution stating the authorized user of the MV (if it is registered to a company)
9. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing if the stencil of the Engine and Chassis Numbers)
10. Valid Identification Cards of the rightful owner and the person who has control of the MV when it was seized
11. Two (2) pieces of 2x3 picture of the rightful owner
12. Macro-Etching Result
13. First Endorsement from LTO
14. Picture of MV

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1.	Go to Receiving Section and Fill-up an Application Form.	Issues application for Re-Stamping. To be submitted to HPG Headquarters.	Action Officer	OMVCC, RMVCS Form 1		2 min
2.	Proceed to Investigation Section with First Endorsement from LTO.	Checks completeness and genuineness of requirements submitted.				30 min
3.	Come back after 6 working days.	Prepares the Summary Investigation Report for submission to Higher Headquarters for final disposition and approval/disapproval of the Director HPG.	Designated Investigator	None	None	6 days
4.	Claim the HPG Second Endorsement Letter with approved Investigation Report.	Issues the HPG Second Endorsement with Approved Investigation Report to LTO Agency.	Releasing Officer			2 min