



PNP MOTOR VEHICLE CLEARANCE APPLICATION

Pursuant to RA 6539 as repealed by RA 10883 or The New Anti Carnapping Law



FORM NO. 1

MOTOR VEHICLE DESCRIPTION

1. Body Type	2. Make & Model	3. Year Model	4. Color	5. Plate No./ Conduction Sticker No.	
6. Engine/Motor Number		7. Chassis/Frame/VIN No.			
8. CR No.		FOR REGISTERED MOTOR VEHICLE			
9. OR No.					11. MV File No.
10. LTO CC No./ CSR No.					

OWNER DESCRIPTION

Acquired from/Current/Registered Owner

12. Last Name	First Name	Middle Name	Qualifier
13. Complete Address			

CLEARANCE DESCRIPTION

14. Purpose of Clearance		
<input type="checkbox"/> New Registration	<input type="checkbox"/> Permit to Assemble	
<input type="checkbox"/> Shipment from	<input type="checkbox"/> Record Check	
<input type="checkbox"/> Change Chassis to	Special Bank Receipt (SBR) No.	
<input type="checkbox"/> Change Engine to		
<input type="checkbox"/> Change Color to	or	
<input type="checkbox"/> Change Body Design to	Electronic Payment Portal (EPP) No.	
<input type="checkbox"/> Change Owner to		

Please Specify above e.g Brand New Local, Brand New imported, Second hand imported, Completely Knocked-Down-Imported, Imported-Voluntary Payment, Assembled-Rebuilt, Acquired Thru Bidding.

NOTE: Fill in the new ownership details below. Please use another sheet and secure it together with this sheet for three (3) or more transfer of ownership

NEW REGISTERED OWNER

15. Last Name	First Name	Middle Name	Qualifier
16. Complete Address			

Applicant's Signature Over Printed Name	FOR OFFICE USE		
	Received by	Date Received	Processed by
Contact #: _____			

All information collected or obtained during the process of application will be dealt with utmost security and protection from threats, vulnerabilities and risks in compliance with the guidelines prescribed by the National Privacy Commission (NPC).

By signing this form, you acknowledged that you have read the privacy policy, the terms and conditions therein and that you understand and agrees with them.

ENQUIRY HOTLINE: 02-534-7296

EMAIL: Mvcdcrame@gmail.com

ADDRESS: Camp Bgen Rafael T Crame, Quezon City



Management System ISO 9001:2015
www.tuv.com
ID 9108858414



PNP MOTOR VEHICLE CLEARANCE REQUIREMENTS

A. ORIGINAL REGISTRATION

1. Brand New

- Original Sales Invoice
- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR)
- Stencil of Engine & Chassis Numbers
(The agency/ service provider may require other supporting documents if needed)

2. Imported (Brand New)

- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR)
- Original Certificate of Payment (CP) from Bureau of Customs (BOC)
- Informal Entry from Bureau of Customs (BOC)
- Bill of Lading from Bureau of Customs (BOC)
- Stencil of Engine & Chassis Numbers
- Commercial Invoice
- Packing List
(The agency/ service provider may require other supporting documents if needed)

3. Imported 2nd Hand CBU

- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR)
- Original Bureau of Customs (BOC) Certificate of Payment
- Informal Entry from Bureau of Customs (BOC)
- Bill of Lading from Bureau of Customs (BOC)
- Physical Inspection Report from PNP HPG and PNP Crime Lab
(The agency/ service provider may require other supporting documents if needed)

4. Imported 2nd Hand CKD

- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine and Chassis or Body
- Original Bureau of Customs (BOC) Certificate of Payment
- Informal Entry from Bureau of Customs (BOC)
- Bill of Lading from Bureau of Customs (BOC)
- Physical Inspection Report from PNP HPG and PNP Crime Lab
- Original Affidavit of Rebuilt (duly notarized and to be executed by the owner)
(The agency/ service provider may require other supporting documents if needed)

5. Imported (Voluntary Payment Category)

- Original BOC Certificate of Payment
- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR)
- Physical Inspection Report from PNP HPG and PNP Crime Lab
(The agency/ service provider may require other supporting documents if needed)

6. Assemble (Rebuilt)

- Original Sales Invoice of the engine and chassis
- Original LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine and Chassis or Body
- Original Affidavit of Rebuilt (duly notarized and to be executed by the owner)
- If engine/chassis was required from a private person or company, original deed of sales of the engine and chassis
- Original Certificate of Registration and LTO Official Receipt covering the acquired engine/chassis
- Physical Inspection Report, HPG
- Department of Trade Industry (DTI) Certification of Rebuilder
(The agency/ service provider may require other supporting documents if needed)

7. Acquired thru Bidding

- Original Sales Invoices, if applicable
- Certificate of Award
- Physical Inspection Report (Macro-Etching examination) from HPG and Crimelab
- Certificate of Assignment of LTO Number if tampered
(The agency/ service provider may require other supporting documents if needed)

Note: The HPG-MVCD fully recognizes the value of your personal information, particularly as it may include sensitive personal information such as your gender, government issued IDs, etc. Upon signing of this document, you acknowledge and agree that your information may be transferred to and processed in the Philippines, following legal and regularity standards for data protection that may differ from your current or home jurisdictions.

B. TRANSFER OF OWNERSHIP

- Original Deed of Sale or Writ of Execution from court authorizing the transfer
- Original LTO Certificate of Registration and Official Receipt
- For the following circumstances applicant should submit the following additional requirements:

- If vehicle is mortgaged, submit Cancellation/Release Assumption of Mortgage, Original Copy
- If vehicle was acquired from a company/corporation, submit Secretary's Certificate, Original Copy
- If the sale was made through a representative, submit Special Power of Attorney, Original Copy
- If transfer is being facilitated by another person not the owner or not with SPA, Submit an affidavit authorizing another person to facilitate the transfer of ownership in his/her behalf
- If MV was acquired from the insurance Company: Certification from the insurance company that subject MV was not declared a total loss/wrecked prior to sale.

- Physical Inspection Report (Macro Etching Examination) from HPG and Crime Lab (The agency/ service provider may require other supporting documents if needed)

C. CHANGE OF ENGINE/CHASSIS

- Original Sales Invoice of the engine/chassis
- Original LTO Confirmation Certificate or CSR of the engine/chassis
- Original Affidavit of Change engine/chassis (duly notarized and to be executed by the owner)
- If engine/chassis was acquired from a private person or company/corporation, submit original Deed of Sale.
- Original LTO Certificate of Registration and Official Receipt covering the acquired engine/chassis
- Physical Inspection Report, HPG
(The agency/ service provider may require other supporting documents if needed)

D. CHANGE OF COLOR

- Original Affidavit of change of color (duly notarized and to be executed/signed by the owner)
- Original Certificate of Registration and LTO Official Receipt
(The agency/ service provider may require other supporting documents if needed)

E. CHANGE OF BODY DESIGN

- Original Affidavit of change body design (duly notarized and to be executed/signed by the owner)
- Original Certificate of Registration and LTO Official Receipt
- Physical Inspection Report, HPG
(The agency/ service provider may require other supporting documents if needed)

F. FOR SHIPMENT

- Proof of ownership (for industrial Machines, farm equipment & other not requiring LTO Registration)
- For Encumbered MVs: Bank/Mortgator Approval/Consent
- Physical Inspection Report, HPG
- Original LTO Certificate of Registration and Official Receipt
(The agency/ service provider may require other supporting documents if needed)

G. RECORD CHECK

- LTO Certificate of Registration and Official Receipt
- Physical Inspection Report, HPG
(The agency/ service provider may require other supporting documents if needed)

H. PERMIT TO ASSEMBLE

- Statement under oath that the parts to be assembled are from legitimate sources, ie; engine, chassis, body etc.
- Complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the receipts, deed of sale, OR/CR (if sourced from another MV)
- LTO Accreditation of Rebuilder
(The agency/ service provider may require other supporting documents if needed)

SCHEDULE OF FEES

(to be paid at any Landbank of the Philippines (LBP) Branches or through Link.BizPortal)

Purpose	Rate
a. New Registration	
Car/Truck/Auv/Wagon/Imported/Rebuilt	₱200.00
Motorcycle	₱100.00
b. Record Check	₱300.00
c. Change Chassis	₱300.00
d. Change Body Design	₱300.00
e. Change Engine	₱300.00
f. Change Color	₱300.00
g. For Shipment	₱300.00
h. Permit to Assemble	₱150.00
i. Transfer of Ownership	₱300.00
j. Physical Inspection/ Macro Etching	₱200.00