

[LTO MEMORANDUM, January 11, 2011]

PROCESSING OF REQUEST FOR DUPLICATE OPTIONAL MOTOR VEHICLE SPECIAL PLATES (OMVSP)

All applications for duplicate Optional Motor Vehicle Special Plates (OMVSP) shall be accepted and processed at the District Office where the initial registration has been done.

District Offices shall indicate in their online Requisition and Issue Slip (RIS) that the requested duplicate plate is a **special plate** and which shall be forwarded to the Plate Unit, Property Section for processing and endorsement to the OMVSP Committee. The Plate Unit however, shall not process any RIS if the supporting documents needed in the application for duplicate plates are not submitted by the District Office.

In view hereof, the LTO clientele shall return and claim the requested duplicate plate after 32 days pursuant to MC No. RIB-2007-860 dated 02 August 2007 in the District Office where the application was filed.

For strict compliance.

Adopted: 11 January 2011

(SGD.) VIRGINIA P. TORRES
Assistant Secretary



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