

[LTO MEMORANDUM CIRCULAR NO. VPT-2011-1474, February 18, 2011]

REQUIREMENTS IN THE APPLICATION OF DUPLICATE AND REPLACEMENT PLATES, DUPLICATE OFFICIAL RECEIPT (OR)/CERTIFICATE OF REGISTRATION (CR) AND REPLACEMENT STICKER

In view of the recent carnapping cases and for purposes of uniformity, security and protection of both the vehicle owner and issuing officials, you are hereby directed to require the following documents listed hereunder in the Application of Duplicate and Replacement Plates, Duplicate Official Receipt (OR)/Certificate of Registration (CR) and Replacement Sticker, to wit:

A. Duplicate Plates

1. Certified xerox copy of Registration Certificate
2. Certified xerox copy of Official Receipt
3. Affidavit of Loss executed by registered owner
4. Clearance from HPG/PNP
5. Authority of the registered owner
6. Two (2) valid ID of registered owner
7. Two (2) valid ID of authorized representative
8. Motor Vehicle Inspection Report (MVIR)
9. Certification from the issuing DO/EO that no application for duplicate was effected

B. Replacement of Plates

1. Certified xerox copy of Registration Certificate
2. Certified xerox copy of Official Receipt
3. LTFRB Decisions granting the provisional authority of CPC, if, For-hire
4. Franchise Confirmation/Verification issued by LTFRB in the Region, if, For-hire
5. Pair of Plates to be surrendered
6. Motor Vehicle Inspection Report (MVIR)
7. Certification from the issuing DO/EO that no application for replacement was effected

C. Duplicate OR/CR