

**[ LTO MEMORANDUM CIRCULAR NO. ACL-2009-1216, September 16, 2009 ]**

**UNIFORM IMPLEMENTATION OF TIN AS A REQUIREMENT IN THE PROCESSING OF STUDENT PERMIT AND DRIVER'S LICENSE APPLICATIONS**

In the best interest of the service and for uniform implementation of the Tax Identification Number (TIN) as a requirement in the processing of student permit and driver license applications, TIN is required in the processing of the following applications:

1. New non-professional driver's license;
2. New professional driver's license;
3. New conductor's license;
4. Duplicate professional, non-professional and conductor's license;
5. Conversion of foreign license to Philippine driver's license;
6. Student permit for Filipinos; and
7. Student permit for foreigners;

TIN is not required for the following transactions on the premise that the TIN of the applicant was already submitted when he applied for new student permit or driver's license:

1. Renewal of professional driver's license;
2. Renewal of non-professional driver's license;
3. Renewal of conductor's license;
4. Advanced renewal of the driver's license;
5. Change classification from professional to non-professional;
6. Change classification from non-professional to professional;
7. Replacement of mutilated license;
8. Revision of records;
9. Professional driver's license with additional restriction code;
10. Non-professional driver's license with additional restriction code;
11. Delinquent professional driver's license (more than 2-10 years expired);
12. Delinquent non-professional driver's license (more than 2-10 years expired);
13. Delinquent conductor's license (more than 2 years expired);
14. Duplicate student permit; and
15. Renewal of unclaimed/expired driver's license.

TIN or xeroxed copy of the TIN Card is required in the renewal of driver's license of Filipinos living abroad.

All orders and issuances inconsistent with this memorandum circular shall be deemed repealed/superseded.