

[LTO MEMORANDUM CIRCULAR NO. AVT-2013-1805, November 08, 2013]

REVISED GUIDELINES IN THE PROCESSING OF REQUESTS FOR MOTOR VEHICLE INFORMATION

As part of the continuing efforts of the Office to improve its delivery of public service and to ensure the integrity and security of information related to motor vehicle identity and ownership, the following guidelines in the processing of requests for motor vehicle information are hereby prescribed for the information, guidance and compliance of all concerned.

1. All requests for motor vehicle verification shall be processed at the District and Extension Offices nationwide. The transacting District Office/Extension Office shall endorse the request to the originating DO/EO that maintains the original document in cases where a certified copy of the original is needed. The same shall be done for all requests received at the Central Office.
2. Requests from government agencies where the purpose of verification is for the nation's interest, security and maintenance of peace and order, shall be exempted from payment. The prescribed format of the verification report is herein attached for this purpose.
3. Requests from private individuals and entities including banks shall be processed using the Online Verification Facility of the Motor Vehicle Registration System (MVRS). A system-generated Motor Vehicle Certification report and an automated Official Receipt indicating the payment of the certification fee of P209.06 shall be released to the requesting party. In case a certified true copy of the registration documents is requested, payment of P40.00 (P30.00 + LRF) shall be collected.
4. Printed screenshots from the MVRS are not official documents issued by LTO and shall not, in any way, be used as a motor vehicle verification document.
5. Processing time shall not be more than three (3) working days upon receipt of request.
6. Documentary requirements shall be in accordance with existing rules.

In cases such as suspicious transfer of plates, use of motor vehicles to transport illegal goods, vehicle involved in court cases, and other similar cases, all verification requests shall be forwarded to the Law Enforcement Service for evaluation and recommendation to the Office of the Executive Director for approval and release.

This Memorandum Circular shall supersede/revoke previous issuances related to Motor Vehicle information requests and verification and shall take effect immediately.

For strict compliance.

(SGD) ALFONSO V. TAN, JR.
Assistant Secretary