

ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPT)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S RESPONSIBLE	FEES & CHARGES	FORMS
1	Submit requirements and notarized application form	Accept and review requirements for endorsement to Sangguniang Panlungsod (SP) approval	5 minutes	BPLD Transport Section Staff	None	MTOPT Application form
2	Wait for result of deliberation	Deliberate & approve MTOPT franchise thru a resolution and issue payment order form	20 minutes	Sangguniang Panlungsod BPLD Transport Section Staff	None	None
3	Pay corresponding franchise fee	Accept payment and issue official receipt (OR)	3 minutes	Revenue Collection Clerk	City Ordinance # 003-11	None
4	Present official receipt	Issue Kapasiyahan	2 minutes	SP Secretary Staff	None	None
5	Submit Kapasiyahan	Prepare MTOPT and validate traffic violations, if any, prior to approval	4 minutes	Clerk II Licensing Off. III BPLD Head City Mayor	None	None
6	Claim MTOPT	Issue MTOPT	1 minute	BPLD Transport Section Staff	None	None

END OF TRANSACTION

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ABOUT THE SERVICE:

Franchise holders are required to renew the same every three (3) years for them to be able to continue operating motorized tricycles-for-hire within Tarlac City

REQUIREMENTS:

For Motorized Tricycle-For-Hire

- Motorized Tricycle Operator's Permit (MTO) (Original & Photocopy)
- LTO Certificate of Registration (CR)(Original & Photocopy)
- LTO Official Receipt (OR)(Original & Photocopy)
- Barangay Clearance(Original & Photocopy)
- Voter's ID/Certification (Original & Photocopy)
- Community Tax Certificate(Original & Photocopy)
- Driver's License (Original & Photocopy)
- Insurance Policy (Original & Photocopy)
- 2 pcs. 2x2 pictures

If the motorcycle is purchased on an installment basis, photocopy of OR & CR & certification from the company where it was purchased, certifying that the original registration is in its custody is required.

In case of death of operator and transfer of ownership:

- Deed of extra-Judicial settlement with waiver of rights
- Death Certificate
- Marriage Contract or Birth Certificate
- in addition to the above mentioned requirements

In case the operator is working abroad or not available during renewal period:

- Special Power of Attorney in addition to the above mentioned requirements