

**ISSUANCE OF MAYOR'S PERMIT FOR MOTORIZED TRICYCLES-FOR-HIRE AND PUBLIC UTILITY VEHICLES**

| <b>STEP</b> | <b>APPLICANT/CLIENT</b>                           | <b>SERVICE PROVIDER</b>  | <b>DURATION OF ACTIVITY</b> | <b>PERSON/S RESPONSIBLE</b>  | <b>FEES &amp; CHARGES</b> | <b>FORMS</b> |
|-------------|---|--|-----------------------------|------------------------------|---------------------------|--------------|
| 1           | Submit complete requirements                      | Check requirements & verify previous permit and issue payment order form | 5 mins.                     | BPLD Transport Section Staff | None                      | none         |
| 2           | Pay required fee at City Treasurer's Office (CTO) | Accept payment and issue official receipt (OR)                           | 1 min.                      | Revenue Collection Clerk     | C.O # 003-11              | None         |
| 3           | Present OR  | Validate OR and process permit   | 1 min.                      | Lic. Off. II BPLD Head       | None                      | None         |
| 4           | Claim permit                                      | Release permit   | 1 min.                      | BPLD Staff                   | None                      | none         |

**END OF TRANSACTION**

## ISSUANCE OF MAYOR'S PERMIT FOR MOTORIZED TRICYCLES-FOR-HIRE AND PUBLIC UTILITY VEHICLES

### ABOUT THE SERVICE

Operators of motorized tricycles-for-hire and public utility vehicles are required to renew their mayor's permit annually for continuous operation within Tarlac City

### WHO CAN AVAIL THE SERVICE?

All legitimate operators of motorized tricycle-for-hire with valid franchise (MTO) to operate and public utility vehicles with valid franchise from LTFRB

### REQUIREMENTS:

#### For Motorized Tricycle-For-Hire

- Inspection Report from POSO (Original)
- 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)

**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 necessary.**

#### For Public Utility Vehicles

- Inspection Report from POSO
- Decision from LTFRB (Original & Photocopy)
- LTO Certificate of Registration (Original & Photocopy)
- LTO Official Receipt (Original & Photocopy)
- Community Tax Certificate (Original & Photocopy)
- Driver's License (Original & Photocopy)
- Notice of Hearing (in case of renewal and awaiting for the Decision) (Original & Photocopy)
- Application for extension of validity(Original & Photocopy)
- LTFRB Official Receipt (for extension of validity) (Original & Photocopy)