

# QUALIFICATIONS you need to apply for a Professional driver's license

1. Must be at least 18 years old
2. Must be physically and mentally fit to operate a motor vehicle
3. Must be literate in either Filipino or English
4. Must be clean, neat and presentable (don't wear undershirt/sando alone, sports shorts, and slippers during examinations and picture-taking)
5. If applying for RC 1, 2 4, and 6: must have a valid Student Permit or Non-Professional Driver's License that was issued 6 months before application; if applying for RC 3, 5, 7, and 8: must have a valid Non-Professional Driver's License that was issued 1 year before application
6. Must not have a record of two (2) or more counts of driving recklessly during the validity of existing license *Note: For foreigners, the applicant must have been in the Philippines for one month minimum with proof that he/she will stay in the country for at least one year from day of application.*

# REQUIREMENTS you need for a Professional driver's license application

1. If applying for RC 1, 2 4, and 6 – a valid Student Permit or Non-Professional Driver's License that was issued 6 months before application; if applying for RC 3, 5, 7, and 8 – a valid Non-Professional Driver's License that was issued 1 year before application
2. Filled out driver's license application form (ADL)
3. **Medical Certificate** (hard copy) stating that you are physically and mentally fit to drive a vehicle. This must be issued by an accredited LTO medical clinic and registered physician. (A copy of the certificate must be electronically uploaded by the clinic/physician to the LTO IT system)
4. Taxpayer's identification number (TIN)
5. Valid National Bureau Investigation (NBI) or Philippine National Police (PNP) clearance
6. Must have passed written practical driving exam.

*Note:*


*For foreigners, original and photocopy of both passport and working visa with a duration of at least one (1) year from application date; or if born in the Philippines, present original and photocopy of birth certificate authenticated by NSO.*


## **STEPS and PROCEDURES to obtain a Professional driver's license**


1. In your nearest LTO licensing center, proceed to the customer service counter and secure a driver's license application form. You can also download the and have it filled out before transacting to any LTO office.
2. Get a checklist of requirements and a queue number from LTO customer service counter and wait for your number to be called.
3. Once your number is called, go to the evaluator counter to submit all the required documents and have it checked for completeness and authenticity.
4. When your name is called, proceed to where your photo and signature would be taken.
5. Go to the cashier and pay the application fee.
6. Wait for your name to be called for the practical exam.
7. After you've passed the practical exam, proceed to the waiting area and go to the cashier once your name is called and pay for all the necessary fees to obtain an official receipt (OR)
8. Proceed to the releasing counter once your name is called and present the OR to claim your Professional driver's license.


If it makes it easier for you, here's an infographic:


## HOW TO GET AN LTO PROFESSIONAL LICENSE


- FILL OUT AN APPLICATION FORM**  



In your nearest LTO licensing center, proceed to the customer service counter and secure a driver's license application form or download it online.
- GET A CHECKLIST AND A QUEUE NUMBER**  



Get a checklist of requirements and a queue number from LTO customer service counter and wait for your number to be called.
- SUBMIT THE REQUIRED DOCUMENTS**  


Once your number is called, go to the evaluator counter to submit all the required documents and have it checked for completeness and authenticity.
- HAVE PHOTO AND SIGNATURE TAKEN**  


When your name is called, proceed to where your photo and signature would be taken.
- PROCEED TO PAYMENT**  



Go to the cashier and pay the application fee.
- LECTURE AND EXAM**  


Wait for your name to be called for the practical exam.
- PAY OTHER FEES**  


After you've passed the practical exam, proceed to the waiting area and go to the cashier once your name is called and pay for all the necessary fees to obtain an official receipt (OR)
- CLAIM YOUR LICENSE**  


Proceed to the releasing counter once your name is called and present the OR to claim your professional driver's license.

FEES AND CHARGES	
Application Fee	₱ 100.00
Computer Fee	67.63
License Fee	585.00
Computer Fee	67.63
<b>Total</b>	<b>₱ 820.26</b>



<https://www.pinoydriver.com/resources/professional-drivers-license-requirements/>