

ADJUDICATION OF SIMPLE APPREHENSION CASES

- **Pink copy of the Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP)**
- **In case of Absence or Unavailability of Traffic Violator, Authorization Letter or Special Power of Attorney;**
 - **Government - Issued ID**
 - Professional Regulation Commission (PRC) ID
 - Integrated Bar of the Philippines (IBP) ID
 - Philippine Identification (PhilID) Card
 - Passport
 - Social Security System (SSS) Card
 - UMID Card
 - PhilHealth ID
 - TIN Card
 - Postal ID
 - Voter's ID
 - Barangay ID
 - Senior Citizen ID
 - OFW ID
 - Overseas Workers Welfare Administration (OWWA) ID
 - National Council on Disability Affairs (NCDA) ID
 - Solo Parent ID
 - Voter's ID
 - Government Services and Insurance System (GSIS) e-Card
 - Seaman's Book
 - 295
 - Government Owned and/or Controlled Corporations (GOCC) ID
 - Home Development Mutual Fund (HDMF) ID
- **Situational Requirement For Lost TOP / e-TOP. Photocopy of Temporary Operator's Permit**

FORMULA / SCHEDULE OF FEES

1A

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1a		Driving without valid driver's license/ conductor's permit This includes driving with an expired, revoked, suspended, inappropriate driver's license restriction code, inappropriate driver's license classification, fake driver's license, tourist driving a motor vehicle with a valid foreign driver's license beyond the 90-day maximum allowable period and a student driver driving without being accompanied by a duly licensed driver.	3,000.00	NONE	3,000.00	NONE	Disqualification from granting of driver's license and driving a Motor Vehicle for a period of one (1) year.

FORMULA / SCHEDULE OF FEES

1B

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1b		Driving a Motor Vehicle used in the commission of a crime upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license and driving a Motor Vehicle - Impoundment of
							Motor Vehicle until ordered to be released by a regular court of competent jurisdiction

FORMULA / SCHEDULE OF FEES

1C

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1c		Commission of a crime in the course of Apprehension upon conviction by a regular court of competent jurisdiction	10,000.00	NONE	10,000.00	NONE	- Confiscation and revocation of driver's license upon conviction and disqualification from granting of driver's license for a period of 5 years - Impoundment of Motor Vehicle until ordered to be released by a regular court of competent jurisdiction.

FORMULA / SCHEDULE OF FEES

1D

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1d		Driving while under the influence of alcohol and/or prohibited drugs	Refer to Sec. 12 (a,b,c), RA No. 10586		Refer to Sec. 12 (a,b,c), RA No. 10586		For Non-Professional DL First Conviction – confiscation and suspension of driver’s license for twelve (12) months Second Conviction – revocation of driver’s license For Professional DL First Conviction – confiscation and perpetual revocation

FORMULA / SCHEDULE OF FEES

1E

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
1e		Reckless Driving		NONE		NONE	
		1st Offense	2,000.00		2,000.00		
		2nd Offense	3,000.00		3,000.00		- Suspension of driver's license for three (3) months
		3rd Offense	10,000.00		10,000.00		- Suspension of driver's license for six (6) months
		4th and Subsequent Offenses	10,000.00		10,000.00		- Revocation
	4-7	Employing reckless, insolent, discourteous or arrogant driver	NONE	NONE	NONE		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	- Impoundment of Unit for thirty (30) days
		3rd Offense				15,000.00	- Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

1G1 – 1G2

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1g1 R.A 8750 (Sec.12- 1a)		Failure to wear the prescribed seatbelt device and/or failure to require the front seat passenger to wear seatbelt		NONE		NONE	This includes allowing a 6 years old and below to be seated in front passenger seat
		1st Offense	1,000.00		1,000.00		
		2nd Offense	2,000.00		2,000.00		
		3rd Offense and subsequent Offense	5,000.00		5,000.00		Suspension of driver's license for one (1) week from the payment of fine for the third and each succeeding offense.
1g2 R.A 8750		Failure to require his/her passenger/s to wear the prescribed seatbelt/ post appropriate seatbelt signage (for PUV)	NONE	NONE	3,000.00	3,000.00	For PUV's both the operator and the driver are liable to pay the said fine for every violation.

FORMULA / SCHEDULE OF FEES

1H

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1h R.A 10054		Failure to wear the standard protective Motorcycle helmet or failure to require the back rider to wear standard protective Motorcycle helmet (R.A 10054)		NONE	NONE	NONE	NONE
		1st Offense	1,500.00				
		2nd Offense	3,000.00				
		3rd Offense	5,000.00				
		Subsequent Offense	10,000.00				
R.A 10054		Wearing substandard helmet or without ICC sticker (R.A 10054 Sec. 7c)		NONE	NONE	NONE	NONE
		1st Offense	3,000.00				
		2nd Offense	5,000.00				

FORMULA / SCHEDULE OF FEES

11

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1i		- Failure to carry Driver's License - Failure to carry Certificate of Registration or Official Receipt (OR/CR) while driving.	1,000.00		1,000.00		NONE

FORMULA / SCHEDULE OF FEES

1J1

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j1		Illegal Parking a. In an intersection b. Within 5 meters of the intersection c. 4 meters from the	1,000.00	NONE	1,000.00	NONE	NONE
		driveway entrance d. Within 4 meters from a fire hydrant e. In front of a private driveway f. On the roadway side of any unmoving or parked MV at the curb or edge of the highway g. At any place where signs of prohibitions have been installed					

FORMULA / SCHEDULE OF FEES

1J2 – 1J5

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j2		Disregarding Traffic Signs	1,000.00	NONE	1,000.00	NONE	NONE
1j3		Allowing passengers on top or cover of a motor vehicle except in a truck helper	1,000.00	NONE	1,000.00	NONE	NONE
1j4		Failure to provide canvass cover to cargos or freight of trucks requiring the same	1,000.00	NONE	1,000.00	NONE	NONE
1j5		Permitting passenger to ride on running board, step-board or mudguard of Motor Vehicle while in motion	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J6-1J9

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j6		Failure to dim headlights when approaching another vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j7		Driving in a place not intended for traffic or into place not allowed for parking	1,000.00	NONE	1,000.00	NONE	NONE
1j8		Hitching or permitting a person or a bicycle, motorcycle, tricycle or skate roller to hitch to a Motor Vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j9		Driving against traffic - failure to pass to the right when meeting persons or vehicles coming towards him	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J10-1J12

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j10		Illegal turn - failure to conduct the motor vehicle to the right of the intersection of the highway when turning to the left in going from one highway to another	1,000.00	NONE	1,000.00	NONE	NONE
1j11		Illegal overtaking - failure to pass to the left when overtaking persons or vehicles going to the same direction except when there are two or more lanes for the movement of traffic in one direction	1,000.00	NONE	1,000.00	NONE	NONE
1j12		Overtaking at unsafe distance - failure to pass at a safe distance to the left of another motor vehicle when overtaking that vehicle	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J13-1J15

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j13		Cutting an overtaken vehicle - driving to the right side of the highway after overtaking before his motor vehicle is safely clear of such overtaken vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j14		Failure to give way to an overtaking vehicle - failure to give way to another vehicle approaching from the rear that wishes to overtake his vehicle when the former has given suitable and audible signal	1,000.00	NONE	1,000.00	NONE	NONE
1j15		Increasing speed when being overtaken - increasing the speed of the motor vehicle before the overtaking vehicle has completely passed	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J16-1J18

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j16		Overtaking when left side is not visible or clear of oncoming traffic - driving to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction where the left side is not clearly visible and is not free of oncoming traffic for a sufficient distance to pass in safely	1,000.00	NONE	1,000.00	NONE	NONE
1j17		Overtaking upon crest of a grade - a overtaking or passing another vehicle proceeding in the same direction when approaching the crest of a grade	1,000.00	NONE	1,000.00	NONE	NONE
1j18		Overtaking upon a curve - overtaking or passing another vehicle proceeding in the same direction upon a curve in a highway where the driver's view along the highway is obstructed within a distance of 500 feet ahead	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J19-1J20

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j19		Overtaking at any railway grade crossing - overtaking or passing another vehicle proceeding in the same direction at any railway grade crossing	1,000.00	NONE	1,000.00	NONE	NONE
1j20		Overtaking at an intersection - overtaking or passing another vehicle in the same direction at any intersection of highways except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake another vehicle on the right	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J21-1J22

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j21		Overtaking on "men working" or "caution" signs - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction between warning or caution signs indicating that men are working on a highway	1,000.00	NONE	1,000.00	NONE	NONE
1j22		Overtaking at no overtaking zone - overtaking or passing or attempting to overtake or pass another vehicle proceeding in the same direction in any "no passing or overtaking zone	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J23-1J24

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j23		Failure to yield the right of way - failure of the vehicle on the left to yield the right of way to the vehicle on the right when these vehicles approach or enter Intersection at an approximately the same time	1,000.00	NONE	1,000.00	NONE	NONE
1j24		Failure to yield the right of way - failure of a vehicle approaching but not having entered an intersection to yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of the first mentioned vehicle when such vehicle has given a plainly visible signal of intention to turn	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J25-1J26

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j25		Failure to yield the right of way - failure of the driver of any vehicle upon a highway within a business or residential district to yield the right of way to a pedestrian crossing such highway within a crosswalk except at Intersection where the movement of traffic is regulated by a peace officer or by traffic signal	1,000.00	NONE	1,000.00	NONE	NONE
1j26		Failure to stop before traversing a "through highway" or railroad crossing - failure of the driver of a vehicle upon a highway to bring to a full stop such vehicle before traversing any "through highway or railroad crossing	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J27-1J28

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j27		Failure to yield right of way - failure of a vehicle entering a highway from a private road or driver upon a	1,000.00	NONE	1,000.00	NONE	NONE
		highway to yield the right of way to all vehicles approaching on such highway					
1j28		Failure to yield right of way to ambulance, police or fire department vehicles - failure of a driver upon a highway to yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal or their approach	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J29-1J31

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j29		Failure to yield right of way at a "through highway" or a "stop intersection" - failure of a vehicle entering a "through highway" or a "stop intersection" to yield right of way to all vehicles approaching in either direction on such "through highway"	1,000.00	NONE	1,000.00	NONE	NONE
1j30		Failure to give proper signal - failure to give the appropriate signal before starting, stopping or turning from a direct line	1,000.00	NONE	1,000.00	NONE	NONE
1j31		Illegal turn - failure of the driver of a motor vehicle intending to run to the right at an intersection to approach such intersection in the lane for traffic nearest to be right-hand side of the highway and, in turning, to keep as close as possible to the right-hand curve or edge of the highway	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J32-1J33

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j32		Illegal turn - failure of the driver of a vehicle intending to turn to the left, to approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway, and in, turning to pass to the left of the center of the intersection except upon highway laned for traffic and upon one-way highway	1,000.00	NONE	1,000.00	NONE	NONE
1j33		Failure to stop motor and notch handbrake of motor vehicle when unattended - failure to turn off the ignition switch and stop the motor and notch effectively the handbrake when parking a motor vehicle unattended on any highway	1,000.00	NONE	1,000.00	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J34-1J36

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j34		Unsafe towing	1,000.00	NONE	1,000.00	NONE	NONE
1j35		Obstruction - obstructing the free passage of other vehicles on the highway while discharging or taking passengers or loading and unloading freight, or driving a motor vehicle in such a manner as to obstruct or impede the passage of any vehicle	1,000.00	NONE	1,000.00	NONE	NONE
1j36		MC carrying more passengers other than the back rider or cargo other than the saddle bags and luggage carriers	1,000.00	NONE	NONE	NONE	NONE

FORMULA / SCHEDULE OF FEES

1J37-1J38

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j37	4-2	Refusal to render service to the public or convey passenger to destination	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j38	4-3	Overcharging/Undercharging of fare	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J39-1J40

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j39	4-5	No franchise/CPC or evidence of franchise presented	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j40	4-6	Fraud and falsities of fake and spurious CPC, OR/CR, plates, stickers and tags	NONE	NONE	1,000.00	Please refer to the appropriate fine	Revocation/Cancellation of the franchise/CPC (Note: Without prejudice to the imposition of the applicable fine for the specific violation(s) committed)

FORMULA / SCHEDULE OF FEES

1J41-1J42

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j41	4-9	Operating the unit/s with defective parts and accessories	Please refer to 2d		1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
3							
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j42	4-10	Failure to provide fare discount	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J43-1J44

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
1j43	4-13	Fast, tampered, defective taximeter or operating without or with an old seal taximeter	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j44	4-14	Tampered, broken, joined, reconnected, fake or altered sealing wire	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J45-1J46

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
1j45	4-18	No sign board	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j46	4-19	Pick and drop of passengers outside terminal	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J47-1J48

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j47	4-20	Carrying of illegal and/or prohibited cargoes	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j48	4-21	Failure to provide fire extinguisher and required STOP and GO signage	NONE	NONE	1,000.00		

		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J49-1J50

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j49	4-22	Trip Cutting	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC
1j50	4-23	Failure to display fare matrix	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

1J51

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j51	4-25	Breach of franchise conditions under LTFRB MC No. 2011-004 (Revised Terms and Conditions of CPC not otherwise herein provided)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC

FORMULA / SCHEDULE OF FEES

RA 10913

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
RA 10913		Violations of the Provisions of the Anti-Distracted Driving Act		NONE		NONE	
		1st Offense	5,000.00		5,000.00		
		2nd Offense	10,000.00		10,000.00		
		3rd Offense	15,000.00		15,000.00		Suspension of driver's license for three (3) months
		Subsequent offense	20,000.00		20,000.00		Revocation of driver's license.

FORMULA / SCHEDULE OF FEES

RA 10666

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
RA 10666		Violations of the Provisions of the Children's Safety on Motorcycles Act		NONE	NONE	NONE	
		1st Offense	3,000.00				
		2nd Offense	5,000.00				
		3rd Offense and subsequent Offense	10,000.00				Suspension of driver's license for one (1) month and revocation of driver's license for the succeeding offense.

FORMULA / SCHEDULE OF FEES

1E & 2A

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1e	2a	Unregistered Motor Vehicle (to include reckless driving)	2,000.00	10,000.00	2,000.00	10,000.00	- Impoundment of Motor Vehicle, in case of non-registration and
							the violation has exceeded one (1) month, and shall be released upon valid registration and payment of fine. - Impoundment of Motor Vehicle for one (1) year, in case undocumented engines, undocumented engines shall be confiscated.

FORMULA / SCHEDULE OF FEES

2B & 2C

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
	2b	Unauthorized Motor Vehicle Modification	NONE	5,000.00	NONE	5,000.00	Impoundment of motor vehicle upon inspection correction of defect and payment of fine.
	2c	Operating a right-hand drive Motor Vehicle	NONE	50,000.00	NONE	50,000.00	Impoundment of motor vehicle until defect is corrected and deemed road worthy upon inspection and payment of fine.

FORMULA / SCHEDULE OF FEES

2D & 2E

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
1j41	2d	Motor Vehicle operating with defective/ improper/unauthorized accessories, devices, equipment and parts	NONE	5,000.00	1,000.00	Please refer to 4-9	- Impoundment of motor vehicle until accessory device, equipment or part is properly installed, corrected or removed as the case may and payment of fine. - Confiscation of unauthorized plate, accessory and/or device
	2e	Failure to attach or improper attachment/tampering of Motor Vehicle license plates and/or third plate sticker.	NONE	5,000.00	NONE	5,000.00	Removal and confiscation of unauthorized plate, accessory and/or device in favor of government.

FORMULA / SCHEDULE OF FEES

2F & 2G & 2H

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
RA 8749	2f	Smoke Belching	NONE		NONE		
		1st Offense		2,000.00		2,000.00	
		2nd Offense		4,000.00		4,000.00	
		3rd Offense and subsequent Offense		6,000.00		6,000.00	Suspension of MV Registration for one (1) year.
	2g	Fraud in MV Registration/Renewal	NONE	3,000.00	NONE	3,000.00	Impoundment and barred of MV from registration period for one (1) year.
	2h	All other violations in connection with Motor Vehicle Registration / Renewal / Operation	NONE	2,000.00	NONE	2,000.00	NONE

FORMULA / SCHEDULE OF FEES

3A

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
3a		Load extending beyond projected width without permit	1,000.00	NONE	1,000.00	NONE	Fines shall be imposed upon the driver of the Motor Vehicle for operating a Motor Vehicle with any part of the load extending beyond the projected width of the vehicle without special permit.

FORMULA / SCHEDULE OF FEES

3B

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
3b R.A. 8794 Sec. 6		Axle Overloading	NONE	An amount equivalent to 25% of MVUC	NONE	An amount equivalent to 25% of MVUC	- An amount equivalent to 25% of Motor Vehicle User's Charge at the time of infringement on owner/operator or driver of trucks and trailers for loading beyond their registered gross weight, vehicle weight. - The penalty shall be waived for loads exceeding the registered Gross Vehicle Weight by a tolerance of less than 5% - No Motor Vehicle shall be allowed to proceed on the roadway if either a dual-wheel axle load shall exceed of the maximum allowable gross weight.

FORMULA / SCHEDULE OF FEES

3C

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
3c		Operating a passenger bus / truck with cargo exceeding 160kg	NONE	NONE	1,000.00	NONE	Fine shall be imposed upon the driver and conductor of the motor vehicle

FORMULA / SCHEDULE OF FEES

4-1 COLORUM

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-1	Colorum Violation; MV operating a) without proper authority from LTFRB; b) outside its approved route; c) differently from its authorized route; d) with expired CPC and without application for extension of validity			NONE		
		1 st Offense:					
		Bus		1,000,000.00		1,000,000.00	- Impoundment for three (3) months Status of CPC - Revocation of the ENTIRE CPC where the apprehended vehicle belongs (except when apprehended vehicle is with private/green plate) - Blacklisting of the apprehended vehicle and all other authorized units included in the CPC from being used as a PUV - Revocation of the registration of the apprehended vehicle and all other authorized units included in the franchise
		Trucks		200,000.00		200,000.00	
		Jeepney		50,000.00		50,000.00	
		Vans		200,000.00		200,000.00	
		Sedan		120,000.00		120,000.00	
		MC/TC		6,000.00		6,000.00	

FORMULA / SCHEDULE OF FEES

4-1 COLORUM

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-1	Colorum Violation; MV operating a) without proper authority from LTFRB; b) outside its approved route; c) differently from its authorized route; d) with expired CPC and without application for extension of validity			NONE		
		2 nd Offense	NONE			NONE	- Revocation of ALL CPCs (entire fleet) of the operator - Disqualification of the operator
							- Blacklisting of ALL authorized units (entire fleet) of the operator from being used as PUV - Revocation of the registration of ALL authorized units (entire fleet) of the operator

3

FORMULA / SCHEDULE OF FEES

4-4

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS	
			PRIVATE		FOR HIRE			
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR		
	4-4	Failure to provide proper body markings	NONE	NONE	NONE			
		1st Offense					5,000.00	
		2nd Offense					10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized	

FORMULA / SCHEDULE OF FEES

4-8

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
		Allowing unauthorized driver to drive PUV or allowing driver to drive PUV without bringing his/her driver's license					
	4-8	1st Offense	NONE	NONE	NONE	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-11

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-11	Failure to provide the Board with complete, correct, and updated operator's information and other forms of misrepresentation	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-12

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
		Failure to display “No smoking” signage and/or allowing personnel or passenger to smoke inside the vehicle.					
	4-12	1st Offense	NONE	NONE	1,000.00	5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-15

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS	
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE			
			DRIVER	MV OWNER	DRIVER	OPERATOR		
		Violation of color scheme or design/ Adoption or new color design without authority from the Board (PUB and TX only)	NONE	NONE	1,000.00			
	4-15	1st Offense					5,000.00	
		2nd Offense					10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense					15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-16

JAO-2014-01							
DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-16	Unregistered or unauthorized trade/business name (PUB and TX only)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-17

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
DRIVER	MV OWNER/ OPERATOR		PRIVATE		FOR HIRE		
			DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-17	No panel route (PUJ, PUB, UV)	NONE	NONE	1,000.00		
		1st Offense				5,000.00	
		2nd Offense				10,000.00	Impoundment of unit for thirty (30) days
		3rd Offense and subsequent Offense				15,000.00	Cancellation of CPC where the unit is authorized

FORMULA / SCHEDULE OF FEES

4-24

JAO-2014-01

DOTC JAO NO. 2014-01		VIOLATIONS	FINES				ACCESSORY PENALTY / OTHER REQUIREMENTS / REMARKS
			PRIVATE		FOR HIRE		
DRIVER	MV OWNER/ OPERATOR		DRIVER	MV OWNER	DRIVER	OPERATOR	
	4-24	Failure to display the International Symbol of Accessibility inside the units and/or failure to designate seats specifically for the use of Persons with Disability or Failure or refusal to transport PWDs (PUJ, PUB, TTS, UV)	NONE	NONE	1,000.00		
		1st Offense				50,000.00	
		2nd Offense				75,000.00	Impoundment of unit for at least forty-five (45) days. An impounding fee of 500.00 per day.
		3rd Offense and subsequent Offense				100,000.00	Cancellation of CPC where the unit is authorized
		Impounding Fee		100.00			
		Storage Fee		15.00/day			

ADJUDICATION OF AUTO-CONTESTED APPREHENSION CASES

- **Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit and Impounding Receipt (for impounded motor vehicles)**
- **In case of Absence or Unavailability of Traffic Violator, Authorization Letter or Special Power of Attorney;**
 - **Government - Issued ID**
 - Professional Regulation Commission (PRC) ID
 - Integrated Bar of the Philippines (IBP) ID
 - Philippine Identification (PhilID) Card
 - Passport
 - Social Security System (SSS) Card
 - UMID Card
 - PhilHealth ID
 - TIN Card
 - Postal ID
 - Voter's ID
 - Barangay ID
 - Senior Citizen ID
 - OFW ID
 - Overseas Workers Welfare Administration (OWWA) ID
 - National Council on Disability Affairs (NCDA) ID
 - Solo Parent ID
 - Voter's ID
 - Government Services and Insurance System (GSIS) e-Card
 - Seaman's Book
 - 295
 - Government Owned and/or Controlled Corporations (GOCC) ID
 - Home Development Mutual Fund (HDMF) ID
- **Situational Requirement For Lost TOP / e-TOP. Photocopy of Temporary Operator's Permit**

ADJUDICATION OF AUTO-CONTESTED APPREHENSION CASES

IF AUTO-CONTESTED

- Certificate of Registration and latest Official Receipt of the apprehended motor vehicle;**
- Driver's License (For driver's license related violation);**
- Certificate of Public Convenience (CPC) / Provisional Authority / Special Permit and franchise verification from LTFRB (for franchise-related violation);**
- Smoke Emission Test Result (for smoke belching violation);**
- Motor Vehicle Inspection Report (MVIR) (for violation requiring inspection).**

ADJUDICATION OF CONTESTED APPREHENSION CASES

- **Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP) and Impounding Receipt of Motor Vehicle (IRMV) if motor vehicle is impounded;**
- **In case of absence or unavailability of the traffic violator**
 - ❖ **Authorization Letter or Special Power of Attorney;**
 - ❖ **Any government-issued ID of the absent traffic violator**

CONTESTED CASES

- **Notarized Affidavit of Protest / Contest with mobile or phone number and email address;**
- **Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (eTOP)**

ADJUDICATION OF CONTESTED APPREHENSION CASES

- If motor vehicle is impounded, include the following documentsIn case of absence or unavailability of the traffic violator
 - ❖ Impounding Receipt of Motor Vehicle (IRMV);
 - ❖ Inspection Report and Payment Receipt of Inspection Report

LATE FILING OF CONTEST

- Motion to Accept Late Filing of Contest;

Remarks:

In case the five-day period or the period determined by the adjudication office has lapsed, a Motion to Accept Late Filing may be filed and the same shall be resolved first before filing a written Contest. In any case of contest, the driver or any authorized representative shall provide his or her email address and contact number. The Resolution of such motion shall state the period when the contest should be filed. (Rule V, Section 2 (a) of Memorandum Circular No. VDM-2024-2812 of the 2024 LTO Rules of Procedure in the Adjudication of Land Transportation and Traffic Cases) In the Motion to Accept Late Filing of Contest, indicate the facts of the case and the reason for the late filing of the contest. Attach all relevant documents including the photocopy of the Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (e-TOP), and photocopy of Impounding Receipt of Motor Vehicle (IRMV) if motor vehicle is impounded

APPEAL IN CONTESTED APPREHENSION CASES

- Notarized Memorandum of Appeal;**
- Official Receipt for Payment of Appeal Fee;**
- Decision / Resolution / Order Subject of Appeal;**
- Complete records and other documents relevant to the Appeal.**

MOTION FOR RECONSIDERATION IN CONTESTED APPREHENSION CASES

- Pink copy of the Temporary Operator's Permit (TOP)/e-TOP receipt, Impounding Receipt (for impounded MV);**
- Notarized Affidavit of Protest/Contest (with Phone number);**
- Certificate of Registration and latest Official Receipt of the apprehended motor vehicle;**
- Certificate of Public Convenience (CPC)/Special Authority and franchise verification from LTFRB (for franchise related violation);**
- Motor Vehicle Inspection Report (MVIR) (for violations requiring inspection).**

RELEASE OF CONFISCATED DRIVER'S LICENSE (MOTOR VEHICLE WAS IMPOUNDED FOR IMPOUNDABLE OFFENSE)

- **Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (eTOP) and Impounding Receipt of Motor Vehicle;**
- **Decision / Resolution;**
- **Official Receipt of payment of fines / penalties (O.R.);**
- **Secretary's Certificate / Board Resolution; ((if MV is under the name of the company / Corporation);**
- **Certificate of Completion (Driving Enhancement Program - Drivers Orientation Course); (Drivers with 10 Demerit points or more)**
- **Certificate of Registration and latest Official Receipt (O.R. / C.R.);**
- **MVIC Inspection Report with Official Receipt (O.R.) for apprehensions of motor vehicles requiring correction of defects;**
- **Lifting Order / Resolution / Decision in the Letter of Appeal / Request regarding automatic 30-day suspension of Driver's License for failure to settle the apprehension within fifteen (15) days from the date of apprehension. (Applicable only if there is a request to lift driver's license suspension)**
- **Lifting Order / Resolution / Decision in the Letter of Appeal / Request regarding automatic suspension of Driver's License / MV Plates pursuant to JAO 2014-01. (Applicable only if there is a Letter of Appeal / Request for lifting of suspension of driver's license or MV plates)**

RELEASE OF CONFISCATED DRIVER'S LICENSE / MOTOR VEHICLE PLATES (NO IMPOUNDED MOTOR VEHICLE)

- **Temporary Operator's Permit (TOP) / Electronic Temporary Operator's Permit (eTOP) and Impounding Receipt of Motor Vehicle;**
- **Decision / Resolution;**
- **Official Receipt of payment of fines / penalties (O.R.);**
- **Secretary's Certificate / Board Resolution; ((if MV is under the name of the company / Corporation);**
- **Certificate of Completion (Driving Enhancement Program - Drivers Orientation Course);**
- **Certificate of Registration and latest Official Receipt (O.R. / C.R.);**
- **MVIC Inspection Report (for violations requiring correct defects);**
- **MVIC Inspection Report (for-hire motor vehicles) - Smoke Belching violations;**
- **Certificate of Emission Compliance with Official Receipt;**
- **If accessory penalty of suspension was appealed, Resolution / Order regarding the suspension of driver's license;**
- **If suspension of MV plates pursuant to JAO 2014-01 was appealed, Resolution / Order regarding the suspension of MV plates;**
- **If revocation of driver's license was appealed, Resolution / Order regarding the revoked driver's license due to 40 or more demerit points and 4th offense of reckless driving**

DRIVER'S REORIENTATION COURSE (DRC)

- LTO Client ID in LTO LTMS Portal;**
- Apprehension details/Demerit Points History;**
- Identification Card.**

CERTIFICATION OF NO PENDING APPREHENSION AND ALARM

- One (1) photocopy of Driver's License 2. One (1) letter request indicating the country and purpose;**
- One (1) Letter Request 2. Affidavit of Loss Plate 3. One (1) photocopy of Official Receipt (OR) /Certificate of Registration (CR) 4. Presentation of the original and submission of one (1) photocopy of any issued ID with photo and signature of the applicant (ON SITE) 5. Original Copy of Police report;**
- Special Power of Attorney (for individual) 2. Secretary's Certificate (for corporation and other entities) 3. Presentation of original and submission of one (1) photocopy of any issued ID with photo and signature of the applicant and representative.**