PROPER ACCOMPLISHMENT OF THE APPLICATION FOR A DRIVER’S LICENSE (ADL) BY APPLICANT

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It has been brought to our attention that there are instances wherein the Application for a Driver's License (ADL) is not properly accomplished by the applicant and yet accepted by the Licensing Centers/District Offices. The application for a driver's license (ADL) serves as a source encoding document for the creation or updating of the computer files. These forms are intended to obtain the necessary data to build up a complete database. The complete and proper accomplishment of ADL by the applicant is therefore an important requisite to ensure data accuracy and integrity of LTO files.

As a general rule, the ADL, after having been accomplished by the applicant must be checked by the Evaluator and shall see to it that all information called for are posted therein. Failure of the applicant to properly accomplish the ADL will automatically mean rejection. Failure of District Officers to strictly enforce this Memorandum shall be a ground for disciplinary action.

Strict compliance is enjoined.

Adopted: 07 April 2005

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