

ENHANCED GUIDELINES IN THE PROCESSING OF OPTIONAL MOTOR VEHICLE SPECIAL PLATE

LTO MEMORANDUM, September 11, 2014

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Adopted: 11 September 2014

Date Filed: 22 September 2014

In line with our program of streamlining the motor vehicle registration transactions, all applications for Optional Motor Vehicle Special Plate (OMVSP) shall be filed in Regional Offices upon receipt of the documents prior to Sales Reporting. Verification of available OMVSP shall be done by e-mail to the Central Office on the following email accounts:

- adminomvsp@yahoo.com for three-suffix OMVSP
- midomvsp@yahoo.com for two-suffix OMVSP including “100”

Only authorized email addresses shall be accepted for verification. In view hereof, all Regional Offices are required to submit their email addresses to the above-mentioned addresses for acknowledgement. The required format is

Region+”_omvsp”@yahoo.com.ph.

Example: The regional format of Region I shall be: r1_omvsp@yahoo.com.ph

Response to verification requests shall be within fifteen (15) minutes only. After confirmation of its availability at the Central Office, the RO representative shall inform the applicant of its approval and require the payment of the corresponding fee to lock his preferred plate number. The OR Number shall also be sent via email to the Central Office’s email addresses for updating of the inventory files.

The Official Receipt (OR) for OMVSP and the duly approved Application Form together with the certified photocopy of Certificate of Registration and Official Receipt shall be the basis of ordering the production of special plate.

If a regular plate was already assigned to a newly registered motor vehicle, NO OMVSP application shall be accepted.

To maintain an orderly record, all concerned are reminded that upon payment of the approved application for OMVSP, the 3-suffix plate shall be immediately uploaded through the Plate Maintenance Facility while a Request for System Update (RSU) to insert the 2-suffix OMVSP shall be immediately initiated.

The start of implementation of this enhanced procedure shall be 1 October 2014 to give time for the dissemination of information to the public.

For strict and immediate compliance.

(SGD) ATTY. ALFONSO V. TAN, JR.

Assistant Secretary

OPTIONAL MOTOR VEHICLE SPECIAL PLATES (OMVSP) ADVISORY

In line with our program of streamlining the motor vehicle registration transactions, effective 01 October 2014, all applications for Optional Motor Vehicle Special Plate (OMVSP) will be filed in the LTO Regional Offices.

Cost of said plates are as follows:

3 letter and 3 number format

Php 15,000.00

3 letter and 2 number format

25,000.00

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