NATIONAL ADMINISTRATIVE REGISTER · FEBRUARY 23, 2004

ISSUANCE OF CLEARANCES AT THE LICENSING CENTERS AND DRIVER’S LICENSE APPLICATIONS TO BE PROCESSED AT THE LICENSE SECTION, CENTRAL OFFICE

LTO MEMORANDUM CIRCULAR NO. 496-2004, February 23, 2004

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The on-line verification facility of the Driver's Licensing System (DLS) has been made available in the district offices. In order to facilitate processing of applications for verification of driver's license records, the Licensing Centers in Metro Manila are authorized to issue clearances/certifications/verifications of license transactions.

The One-Stop-Shop at the Central Office shall continue to process plain driver's license renewal applications. In order to minimize the influx of transactions at the License Section, the said Section shall process the following transactions only:

1. Applications for renewal of driver's license of VIPs such as members of the Executive Body, Legislative Body and Judiciary, members of the Diplomatic Corps and their dependents and other high ranking officials;

2. Applications for renewal of driver's licenses of those leaving for abroad;

3. Applications for conversion of foreign license to local license; and

4. Application for student permits of foreigners.

This Order shall take effect immediately.

Adopted: 23 Feb. 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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