

The seal of the Department of Transportation, Land Transportation Office is a circular emblem. It features a central gear with a red triangle pointing upwards and a blue triangle pointing downwards, forming a larger triangle. The gear is surrounded by a blue ring with the text "LAND TRANSPORTATION OFFICE" at the top and "Department of Transportation" at the bottom, separated by two white stars.

Land Transportation Office CITIZEN'S CHARTER

For Licensing Functions

(Updated as of September 2022)

Land Transportation Office

CITIZEN'S CHARTER

For Licensing Functions

STUDENT-DRIVER'S PERMIT

QUALIFICATIONS:

- 1.1 Must be a Filipino citizen sixteen (16) years old and above; or
- 1.2 Foreign citizen at least eighteen (18) years old and must have been in the Philippines for at least one (1) month, with proof of stay for at least six (6) months
2. Must be physically and mentally fit to drive
3. Must be able to read and write in Filipino, English or any major dialect
4. Must not have unsettled traffic violation
5. Must have completed Theoretical Driving Course
6. Must have an email address

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of the original and submission of one (1) photocopy of any of the following:
 - a. PSA/NSO Certificate of Birth
 - b. Philippine Identification Card
 - c. Passport
 - d. Local Civil Registry (for areas where there is no PSA)
 - e. PSA Certificate of Marriage (for married woman)
4. For applicants below 18 years old, one (1) parent's consent or a person having custody/care or supervision over the minor applicant authorizing the applicant to secure a student permit, with presentation of one (1) original and submission of one (1) photocopy of any valid government issued ID of the parent/guardian with photo and signature
5. Presentation of the original and submission of one (1) copy of any issued ID with photo and signature of the applicant
6. In addition, for foreigner, presentation of the original and submission of one (1) photocopy of passport with entry date of at least one (1) month and visa duration of six (6) months from date of application, and if born in the Philippines, presentation of the original and submission of one (1) photocopy of birth certificate duly authenticated by Philippine Statistics Authority (PSA).
7. Taxpayer's Identification Number (TIN), if employed
8. Presentation of the original and submission of one (1) photocopy of Certificate of Completion of the 15-hour Theoretical Driving Course (Electronically transmitted to LTO by the accredited driving school/LTO DEC/LTO Accredited TESDA Training Center)

FOR RENEWAL OF STUDENT-DRIVER'S PERMIT

1. Duly Accomplished Application for Permits and Licenses (APL) e-Form
2. Presentation of Student Driver's License
3. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
4. For holders of Student Permit issued before August 3, 2020, presentation of original and submission of one (1) photocopy of Certificate of Completion of the 15-hour Theoretical Driving Course (Electronically transmitted to LTO by the accredited driving school/LTO DEC/LTO Accredited TESDA Training Center)

FEE: Renewal fee - **Php 150.00**

VALIDITY:

1. The Student Permit shall be valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for Non-Professional Driver's License if the practical driving course has been completed within the one (1) year validity period.
2. After two (2) years from the date of issuance of Student Permit, the holder shall be required to acquire a new student permit bearing the same Student Permit number and undergo the required

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apprenticeship period reckoned from the date of issuance of the new Student Permit. All records of training courses shall be retained.

3. Student Permit may be renewed on or before the expiry date if the holder is not ready to apply
4. for the Non-Professional Driver's License. Except for settlement of penalties due to traffic violations, only the basic fee shall be collected for the renewal of Student Permit after the expiry date.

FEE: Student Permit (SP) fee - **Php 250.00**



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NEW DRIVER'S LICENSE (NON-PROFESSIONAL)

QUALIFICATIONS:

1. Must be at least seventeen (17) years old. For foreigners, at least eighteen (18) years old
2. Must be able to read and write in Filipino and/or English
3. Must be a holder of Student Driver's Permit for at least one (1) month from issuance
4. Must have attended and passed the Practical Driving Course (PDC) from LTO accredited licensed driver, LTO Driver's Education Center (DEC) or LTO accredited Driving School/LTO accredited TESDA Training Center
5. Must be physically and mentally fit to operate a motor vehicle
6. Must not have unsettled traffic violation
7. Must have passed the Automated Theoretical Examination and Practical Driving Test

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation or original medical certificate
3. Presentation of original and submission of one (1) photocopy of Practical Driving Course (PDC) Certificate. Electronically transmitted Practical Driving Course (PDC) Certificate
4. Valid Student-Driver's Permit (Refer to validity of SP)
5. Parental or guardian's consent (with valid government I.D. with photo and signature) if applicant is seventeen (1) years old
6. Tax Identification Number (TIN), if employed

VALIDITY:

A New Driver's license shall be valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A DL holder who has not committed any violation/s during the five (5) years period preceding its expiration shall be entitled to a renewal of such license valid for ten (10) years.

FEES:	Application fee -	Php 100.00
	License fee -	<u>585.00</u>
	Total -	<u>Php 685.00</u>

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CONDUCTOR'S LICENSE

QUALIFICATIONS:

1. Must be at least eighteen (18) years old
2. Must be physically and mentally fit work and no contagious disease
3. Must be able to read and write in Filipino and/or English
4. Must have passed the theoretical examination – New CL And those not renewed for more than two (2) years from the expiry date
5. Must not have unsettled traffic violation
6. Must have attended and passed the Conductor's Theoretical Course from LTO Driver's Education Center, or LTO accredited Driving School/LTO Accredited TESDA Training Center

CHECKLIST OF REQUIREMENTS:

GENERAL REQUIREMENT

Duly accomplished Application for Permits and Licenses (APL) Form

4.1 NEW APPLICATION

1. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
2. Presentation of the original and submission of one (1) photocopy of any of the following:
 - a. PSA Certificate of Birth
 - b. Philippine Identification Card
 - c. Passport
 - d. PSA Certificate of Marriage for married women
3. Taxpayer's Identification Number (TIN)

3.2 CHANGE OF CIVIL STATUS

PSA Authenticated Marriage Contract

3.3 CHANGE OF ADDRESS

Barangay Clearance stating the complete address and/or proof of billing statement

3.4 CHANGE OF OTHER PERSONAL DETAILS

Presentation of the original and submission of one (1) photocopy of any of the following:

- a. PSA Certificate of Birth
- b. Philippine Identification Card
- c. Passport

3.5 LOST/REPLACEMENT

Affidavit of Loss/Mutilated CL

VALIDITY:

A new Conductor's License (CL) shall be valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A holder of CL who has not committed any validation/s during the five (5) years period preceding its expiration shall be entitled to renewal of such license valid for ten (10) years.

FEES:	Application fee	-	Php 100.00
	License fee	-	<u>585.00</u>
	Total	-	<u>Php 685.00</u>

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CITIZEN'S CHARTER

For Licensing Functions

PLAIN OR ADVANCE RENEWAL OR DRIVER'S/CONDUCTOR'S LICENSE AND RENEWAL OF DRIVER'S LICENSE OF FILIPINO LIVING ABROAD

QUALIFICATIONS:

1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years including advance renewal for those who intend to leave the country within one (1) year before expiry date
2. Must be physically and mentally fit to operate a motor vehicle
3. Must not have unsettled traffic violation
4. Must have completed the Driving Enhancement Program (DEP)/Conductor's Enhancement Program (CEP) prior to initial renewal of the five (5) years DL/CL
5. For DL holders with accumulated five (5) to nine (9) demerit points must have completed the Driver's Re-orientation Course
6. For DL holders with ten (10) or more but less than forty (40) demerit points, must have completed the Driver's Re-orientation Course and passed the Theoretical Examination

CHECKLIST OF REQUIREMENTS:

4.1 PLAIN RENEWAL

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Electronically transmitted Certificate of Completion of Driving Enhancement Program (DEP)/Conductor's Enhancement Program (CEP) for the initial renewal of DL with five (5) years validity
4. Presentation of original Driver's and Conductor's License
5. Submission of Certificate of Completion of Driver's/Conductor's Re-orientation Course for applicants with five (5) to nine (9) demerit points

4.2 ADVANCE RENEWAL

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical certificate. Submission of one (1) photocopy and presentation of original medical certificate
3. Electronically transmitted Certificate of Completion of Driving Enhancement Program (DEP)/Conductor's Enhancement Program (CEP) for the initial renewal of DL with five (5) years validity
4. Presentation of original Driver's/Conductor's License
5. Submission of Certificate of Completion of Driver's/Conductor's Re-orientation Course for applicants with five (5) to nine (9) demerit points
6. Plain ticket

4.3 RENEWAL OF DRIVER'S LICENSE OF OFW AND FILIPINO LIVING ABROAD

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Presentation of one (1) photocopy of passport (first page, visa page and departure from the Philippines and latest arrival overseas)
3. Presentation of original Letter of Authority authorized representative
4. The licensee shall present himself/herself within 30 days upon arrival to the same office where the renewal was made for photo-taking and submit the following:
 - a. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
 - b. Presentation of original and submission of one (1) photocopy of passport (first and arrival pages)
 - c. Presentation of original Official Receipt (OR) which serves as temporary DL
 - d. Electronically transmitted Certificate of Completion of Driving Enhancement Program (DEP)/Conductor's Enhancement Program (CEP) for the initial renewal of DL with five (5) years validity
 - e. Certification of Completion of Driver's Re-orientation Course for applicants with five (5) to nine (9) demerit points

FEE: License fee - **Php 585.00**

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MISCELLANEOUS LICENSE TRANSACTIONS

QUALIFICATIONS:

1. Must be a holder of Driver's License or Conductor's License not expired for more than two (2) years
2. Must be a holder of Driver's License or Conductor's License who intends to leave the country and license is due for renewal within one (1) year

FOR REACTIVATION OF DRIVER'S LICENSE

Must be a holder of a valid foreign driver's license whose visa is valid for 120 days upon arrival

FOR STORAGE OF DRIVERS LICENSE

1. Must be a holder of valid driver's license
2. Must not have a traffic violation

4.1 WITH REVISION OF RECORDS

GENERAL REQUIREMENTS:

1. Duly accomplished Application for Permits and License (APL) Form
2. Presentation of original Driver's / Conductor's License

Additional Requirements:

5.1.1. Change name

1. Request for revision with any of the following, whichever is applicable:
 - a. Presentation of original copy and submission of one (1) photocopy of the Court Order authorizing the change of name:
 - b. Presentation of original copy and submission of one (1) photocopy of death certificate of the deceased husband
 - c. Authenticated Birth Certificate of Philippine Identification Card and/or marriage contract, with annotation if applicable. In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt.

5.1.2 Correction of Name / Birth date

3. Presentation of the original and submission of one (1) photocopy of any of the following:
 - a. PSA Certificate of Birth
 - b. Philippine Identification Card
 - c. Passport

5.1.3 Change Civil Status

1. Presentation of the original and submission of (1) photocopy of Marriage Contract. If marriage contract is not in English or Filipino, submit official English translation. In areas where there is no PSA branch, presentation of the original and submission of one (1) photocopy of birth certificate and marriage contract validated by the Office of the Local Civil Registry with attached Official Receipt of Philippine Identification Card.
2. If annulled, presentation of original and submission of one (1) photocopy court order or marriage contract with annotation.
3. Certificate of No Marriage (CENOMAR), if applicable
4. If married abroad, presentation of original and submission of one (1) photocopy of passport showing married name or copy of the "report of marriage" submitted at the Philippine Consular Office where the marriage took place

5.1.4 Change in Citizenship

1. Presentation of original and submission of one (1) photocopy of Passport (first page, visa page and departure from the Philippines and latest arrival overseas)
2. Certificate of Re-acquisition of Citizenship, Identification Certificate or Oath of Allegiance

5.1.5 Change Address

1. Submission of one (1) photocopy of Barangay Certification of Residency / Clearance of Proof of Billing

FEES: Revision of Record	-	Php 100.00
License fee	-	Php 225.00
TOTAL	-	Php 325.00

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APPLICATION FOR DUPLICATE DRIVER'S LICENSE / STUDENT DRIVER'S PERMIT

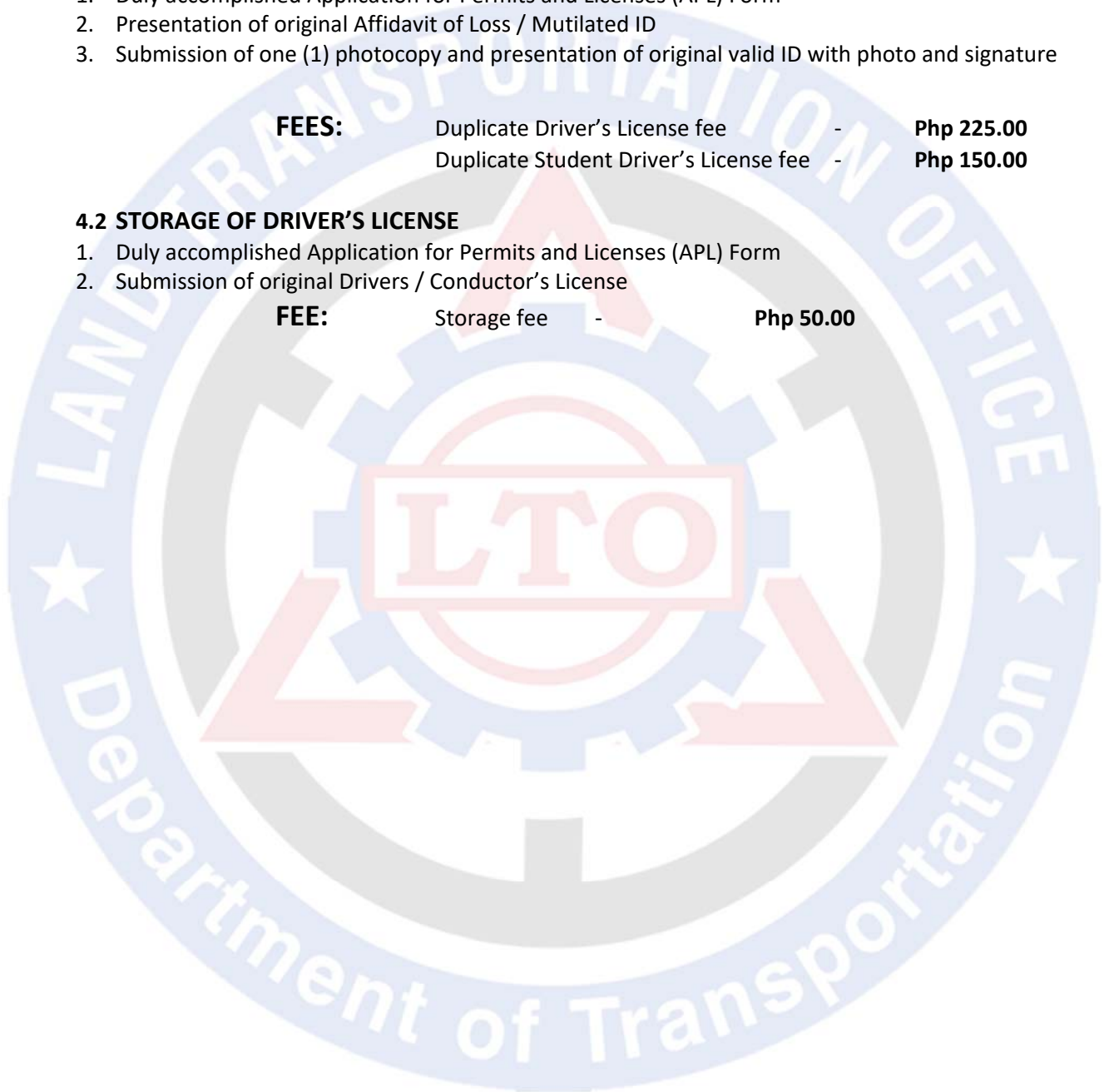
1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Presentation of original Affidavit of Loss / Mutilated ID
3. Submission of one (1) photocopy and presentation of original valid ID with photo and signature

FEES: Duplicate Driver's License fee - **Php 225.00**
Duplicate Student Driver's License fee - **Php 150.00**

4.2 STORAGE OF DRIVER'S LICENSE

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Submission of original Drivers / Conductor's License

FEE: Storage fee - **Php 50.00**



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CITIZEN'S CHARTER

For Licensing Functions

RENEWAL OF DRIVER'S / CONDUCTOR'S LICENSE WITH EXAMINATION [EXPIRED FOR MORE THAN TWO (2) YEARS] AND/OR WITH TEN (10) OR MORE BUT LESS THAN FORTY (40) DEMERIT POINTS

QUALIFICATIONS:

FOR DRIVER'S LICENSE

1. Must be physically and mentally fit to operate a motor vehicle
2. Must have passed the written and practical examination
3. Must not have unsettled traffic violation
4. Must have passed the Automated Theoretical Examination and Practical Driving Test (For Driver's License)
5. Must have completed the Driving Enhancement Program (DEP) prior to initial renewal of the five (5) years DL
6. For DL holders with accumulated five (5) to nine (9) demerit points, must have completed the Driver's Re-orientation Course
7. For DL holders with ten (10) or more but less than forty (40) demerit points, must have completed the Driver's Re-orientation Course and passed the Theoretical Examination

FOR CONDUCTOR'S LICENSE

1. Must be physically and mentally fit to work as conductor
2. Must have passed the written examination
3. Must not have unsettled traffic violation
4. Must have passed the Automated Theoretical Examination (For Conductor's License)
5. Must have completed the Conductor's Enhancement Program (CEP) prior to the initial renewal of the five (5) years CL
6. For CL holders with accumulated five (5) to nine (9) demerit points, must have completed the Conductors Re-orientation Course
7. For CL holders with ten (10) or more but less than forty (40) demerit points, must have completed the Conductor's Re-orientation Course and passed the Theoretical Examination

GENERAL REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of original delinquent Driver's/Conductor's License

FEES:	Filing fee	-	Php 100.00
	License Fee	-	<u>Php 810.00</u>
	TOTAL	-	Php 910.00

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CITIZEN'S CHARTER

For Licensing Functions

CHANGE CLASSIFICATION FROM NON-PROFESSIONAL DRIVER'S LICENSE CODE TO PROFESSIONAL DRIVER'S LICENSE CODE WITH THE SAME DRIVER'S LICENSE CODE

QUALIFICATIONS:

1. Must be at least eighteen (18) years old
2. Must be able to read and write in Filipino and/or English
3. Must be physically and mentally fit to operate a motor vehicle
- 4.1. Must not have unsettled traffic violation
- 4.2. For applicants with the following demerit points, the period of prohibition for change classification shall apply from the date of settlement of fines and penalties:
 - 1-2 demerit points – 3 months
 - 3-4 demerit points – 6 months
 - 5 or more demerit points – 1 year
- 5.1. For valid NPDL, must have passed the Automated Theoretical Examination
- 5.2. For expired NPDL, must have passed the Automated Theoretical Examination and Practical Driving Test
- 4.3 For RC 1 / DL Codes A and A1, must be a holder of a valid NPDL for at least six (6) months from the date of issuance
- 4.4 For RC 2 or 4/DL Codes B, B1, and B2, must be a holder of a valid NPDL for at least one (1) year from the date of issuance

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permit's and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of original valid / expired NPDL
4. Taxpayer's Identification Number (TIN)

FEES:	Filing fee	-	Php 100.00
	License Fee	-	<u>Php 325.00</u>
	TOTAL	-	Php 425.00

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For Licensing Functions

ADDITIONAL DRIVER'S LICENSE CODE/S

QUALIFICATIONS:

1. Must be at least eighteen (18) years old
2. Must be able to read and write in Filipino and/or English
3. Must be physically and mentally fit to operate a motor vehicle
- 4.1. Must not have unsettled traffic violation
- 4.2. For applicants with the following demerit points, the period of prohibition for change classification shall apply from the date of settlement of fines and penalties:
 - 1-2 demerit points – 3 months
 - 3-4 demerit points – 6 months
 - 5 or more demerit points – 1 year
5. Must have passed the Automated Theoretical Examination and Practical Driving Test
- 6.1 For RC 1 / DL Codes A and A1, must be a holder of a valid DL
- 6.2 For RC 2 or 4 / DL Codes A and A1, must be a holder of a valid DL
- 6.3 For RC 3 or 5/ DL Codes C, must be a holder of PDL Code B2 (RC2) for at least four (4) years
- 6.4 For RC3 or 5/ DL Codes D, must be a holder of PDL Code B1 (RC2) for at least four (4) years
- 6.5 For RC6 or 7/ DL Codes BE, must be a holder of B, B1, or B2 (RC2) for at least three (3) years
- 6.6 For RC8 / DL Codes CE, must be a holder of C or D (RC3) for at least 6 months

FOR SPECIAL PURPOSE VEHICLE

Must be a holder of a professional driver's license corresponding to the type of DL Code he/she operates and must comply with the required training every renewal of DL

VEHICLE TYPE	CERTIFICATE OF TRAINING FROM TRAINING INSTITUTIONS
Ambulance	TESDA or Accredited TESDA Training Centers
Firetruck	National Fire Training Institute
Armored Car	Armored Services Association of the Philippines or other related association
School Service	Land Transportation Office (LTO) or Land Transportation Franchising and Regulatory Board (LTFRB)
Carrier of Hazardous Cargo	TESDA or Accredited TESDA Training Centers

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of original NPDL/PDL
- 4.1 For DL Code A or A1, if holder of A / A1, no PDC required
- 4.2 For DL Code B, B1, or B2, if holder of B, B1, or B2, no PDC required
- 4.3 For DL Code C, must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application
- 4.4 For DL Code D, must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application
4. For DL Code BE, must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application or holder of CE (RC8)
- 4.6 For DL Code CE, must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application

FEES:	Filing fee	-	Php 100.00
	License Fee	-	<u>Php 325.00</u>
	TOTAL	-	Php 425.00

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CITIZEN'S CHARTER

For Licensing Functions

CONVERSION OF FOREIGN DRIVER'S LICENSE TO PHILIPPINE DRIVER'S LICENSE INCLUDING RENEWAL OF EXPIRED PHILIPPINE DRIVER'S LICENSE WITH A VALID FOREIGN DRIVER'S LICENSE

QUALIFICATIONS:

1. Must be physically and mentally fit to operate a motor vehicle
2. Must be able to read and write in English, Filipino and/ or any major dialect
3. Must be a holder of a valid foreign driver's license, in case of expired foreign Driver's License, the applicant must have passed the Theoretical Examination and Practical Driving Test
4. Must not have unsettled traffic violation
5. Must have passed the practical examination for applicants (Foreign and Filipinos) from countries operating right hand drive vehicles
6. Must have a valid visa for at least 120 days upon the date of arrival

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. Electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of original and submission of one (1) photocopy and presentation of original medical certificate
4. Presentation of original and submission of one (1) photocopy of valid passport showing the first page, visa page and latest date of entry in the Philippines.
5. Presentation of Foreign Driver's License
6. TIN, if employed

FEES: License fee - Php 785.00

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CITIZEN'S CHARTER

For Licensing Functions

CHANGE CLASSIFICATION FROM PROFESSIONAL DRIVER'S LICENSE CODE TO NON-PROFESSIONAL DRIVER'S LICENSE CODE, DROPPING OF DL CODE AND CHANGE CLUTCH TYPE

CHECKLIST OF REQUIREMENTS:

1. Duly accomplished Application for Permits and Licenses (APL) Form
2. If applicable, electronically transmitted medical certificate from LTO accredited medical clinic. Submission of one (1) photocopy and presentation of original medical certificate
3. Presentation of original Driver's License

DROPPING OF DL CODES

1. Presentation of original Driver's License
2. Notarized affidavit or written request

FEES: License Fee - **Php 425.00**

