

[LTO MEMORANDUM CIRCULAR NO. VPT-2010-1412, August 31, 2010]

**CONSOLIDATED GUIDELINES IN THE REQUISITION AND
ISSUANCE OF DUPLICATE NUMBER PLATES, CHANGE
CLASSIFICATION PLATES, REPLACEMENT PLATES AND SPECIAL
PLATES INCLUDING DUPLICATE WINDSHIELD STICKERS/YEAR
TAGS**

In order to strengthen the internal control process in the requisition and issuance of duplicate plates, change classification plates, replacement plates and special plates including duplicate denomination stickers, there is an immediate need to re-structure the rules and procedures applicable in these transactions to prevent the occurrence of duplication of plates or issuance of the same plate number to two or more motor vehicles commonly known as **"Kambal plates."**

Based on the cases resolved by the LTO Intelligence and Investigation Division (IID) and the information gathered from several district offices, the causes of the issuance of identical license plate numbers to two or more vehicles are traced to: **1. Application for duplicate/triplicate plate; 2. The issuance of a new license plate to a motor vehicle with previously assigned plate number; 3. Change classification of a motor vehicle from "private" to "for hire" or vice-versa; 4. Erroneous encoding/ uploading of plate numbers in the system; and 5. Re-issuance of the same special/ regular plate numbers to another MV.**

In view thereof, the following consolidated guidelines are therefore issued for the observance and implementation of all concerned, in consonance with **Memorandum Circular Nos. 503-2004 dated 30 March 2004, 530-2004 dated 12 July 2004, RIB-2007-860 dated 02 August 2007, AHS-2009-1086 dated 04 December 2008 and Administrative Order No. 82-005**, to wit:

A. APPLICATIONS FOR DUPLICATE/TRIPLICATE PLATES:

1. All applications for duplicate or triplicate plates shall only be filed in the LTO District Office which originally issued the license plate. However, in case the owner/operator had changed residence or the motor vehicle had already been sold or transferred to a new owner who is residing in a place far away from the initial registering agency, the application can be filed in the LTO District Office nearest his place of residence or place of abode;
2. In case the application is filed in an LTO District Office different from the original registering agency, the process of confirmation of the fact of the issuance of the said license plate and the exact **alpha numerics** should be strictly followed. No application for duplicate/triplicate plate shall be processed without the required request for confirmation and the official reply from the original issuing agency;
3. The application shall be supported by the following:

a. Affidavit of Loss duly notarized executed by the registered owner or the buyer;

b. Certified true copies of the Official Receipt (OR) and Certificate of Registration (CR). The presentation of the original copies should be mandatory for purposes of authentication;

c. MVIC Report, if in Metro Manila or Motor Vehicle Inspection Report, if in the Regions;

d. Clearance from the Metro Manila Development Authority (MMDA) if in Metro Manila;

e. Clearance from the Law Enforcement Service (LES), if in Metro Manila or from the Operations Division, if in Regions, if OR/CR is not automated;

4. If only one (1) piece of the license plates is lost, the other one should be surrendered to the LTO District Office where the application is filed. The same should be immediately destroyed upon surrender to prevent any opportunity from being re-used. If both were lost, the same should be stated in the Affidavit of Loss and supported by a certification from the LTO motor vehicle inspector of the fact that at the time of inspection both plates were not attached to the motor vehicle duly approved by the district head;

5. The procedures for the online requisition and issuance of duplicate plates contained in Memorandum Circular No. AHS-2009-1086 dated 04 December 2008 and the timeline in the processing thereof as provided for in Memorandum Circular No. RIB-2007-860 dated 02 August 2007 shall be strictly followed;

6. For effective monitoring and control, applications for duplicate plates shall be limited to two (2) times only. The 3rd application shall be subjected to investigation by the Intelligence and Investigation Division (IID) if in Metro Manila or by the Regional Legal Officer/ Attorney II, if in the Regions. An investigation resolution duly approved by the Assistant Secretary (ASSEC), if the Central Office or the Regional Director, if in the Regions, shall form part of the requirements prior to the processing of the application.

B. PROHIBITION ON THE ISSUANCE OF NEW LICENSE PLATE OR SPECIAL PLATES TO A MOTOR VEHICLE WITH PREVIOUSLY ASSIGNED PLATE NUMBERS:

1. Pursuant to Batas Pambansa Blg. 43, a motor vehicle shall be assigned permanent number plates during its lifetime. Hence, recovered carnapped motor vehicles shall not be assigned new regular plates or special plates, instead the previously issued license plate number shall be retained and maintained. Further, no changes in plate number shall be granted on the basis of threats of life and property and those motor vehicles involved in the commission of a crime;

2. Only brand new motor vehicles can be applied for an Optional Motor Vehicle Special Plate (OMVSP) or a special plate. Imported used or surplus motor vehicles are not included in the coverage of Memorandum Circular No. 530-2004 dated 12 July 2004;

3. In the case of approved advance requests for production of number plates classified as special plates which are part of the regular allocation or plate series of