[LTO MEMORANDUM CIRCULAR NO. AHS-2009-1144, January 26, 2009]

COLLECTION OF STORAGE FEE FOR DRIVER'S LICENSE PURSUANT TO THE PROVISIONS OF DEPARTMENT ORDER NO. 2008-38 RE – REVISED SCHEDULED OF LTO ADMINISTRATIVE FEES AND CHARGES ON DRIVER'S LICENSE/CONDUCTOR'S PERMIT

For the guidance and observance of all concerned, hereunder is the procedure to be followed in the storage of driver's license.

1. Schedule of Storage. Any driver who desires to discontinue or stop driving may surrender his or her non-professional or professional driver's license for storage. Expired driver's license will not be accepted for storage.

2. Venue of Storage. The application for the storage of driver's license shall be filed at the nearest LTO office where the licensee resides.

3. Documentation. The following documents are required:

   3.1 Original and valid non-professional or professional driver's license;
   3.2 Storage form to be filled by the LTO Records Officer;
   3.3 Official receipt of payment for storage fee

4. Date/Mode of storage. The actual storage of the driver's license shall be determined by the date of the Official Receipt of payment of storage fee in the amount of P500.00. The Records Custodian of the LTO Branch which accepts the driver's license for storage shall maintain a storage box for the purpose.

5. Effect of Storage. The following shall be observed:

   5.1 A driver's license while under storage cannot be applied for duplicate;
   5.2 A licensee whose driver's license expired for more than two (2) years at the time of retrieval shall undergo the required written and practical examination;
   5.3 The driver's license stored for a period of ten (10) years or more shall be cancelled and placed under alarm as dormant driver's license; and
   5.4 A licensee whose driver's license expired at the time of retrieval shall not be collected a penalty upon renewal.

6. Process of Retrieval. The licensee shall present the official receipt of payment paid for storage fee and submit his copy of the LTO Storage