

**[LTO MEMORANDUM CIRCULAR NO. 673-2006,
January 05, 2006]**

**ENCODING AND LIFTING OF ALARM OF CARNAPPED/RECOVERED
MOTOR VEHICLES IN THE LAW ENFORCEMENT AND TRAFFIC
ADJUDICATION SYSTEM (LETAS)**

In order to streamline and facilitate the processing of requests for encoding and lifting of LTO alarm of carnapped/recovered motor vehicles in the Law Enforcement and Traffic Adjudication System (LETAS) by the Data Control Section and Law Enforcement Custodial Center, respectively, the following guidelines and procedures are hereby promulgated for the guidance and observance of all concerned, to wit:

1. All requests to place on alarm any carnapped or stolen motor vehicle shall be officially transmitted to the LTO by the PNP TMG within twenty four (24) hours from the reported carnapping incident.
2. All requests received by LTO Central office shall be evaluated by the Intelligence and Investigation Division (IID) which shall be responsible for the preparation of the corresponding indorsement to the Data Control Section or Custodial Center, as the case maybe, for encoding together with the following mandatory supporting documents:

FOR ALARM

- a. PNP-TMG Letter or Indorsement;
- b. Original OR/CR of the motor vehicle or a certified true copy from the issuing District Office
- c. PNP-TMG complaint sheet (certified true copy)
- d. PNP-TMG alarm sheet (certified true copy)

FOR LIFTING OF ALARM

- a. PNP-TMG Letter of Indorsement
- b. Original OR/CR of the motor vehicle or certified true copy of the same from the issuing District Office
- c. PNP-TMG Recovery and Disposition Report
- d. PNP TMG Lifting of Alarm
- e. PNP Crime Laboratory Macro-Etching Report
- f. PNP-TMG MV Clearance
- g. LTO Motor Vehicle Inspection Report

3. Requests received outside the NCR shall be endorsed by the regional director concerned to the Chief of Operations Division, the Regional Director shall indorse it to their respective Chiefs Operations Division, within twenty four (24) hours from receipt thereat, copy furnished the LTO Assistant