

[LTO MEMORANDUM CIRCULAR NO. 691-2006, February 14, 2006]

**REVISED GUIDELINES AND PROCEDURES IN THE ACQUISITION OF OPTIONAL MOTOR VEHICLES
SPECIAL PLATES (OMVSP)**

References: (a) LTO Memorandum Circular No. 543-2004 Dated 05 October 2004
(b) Administrative Order No. 009-2004 Dated 03 September 2004
(c) Batas Pambansa Bilang 74
(d) Republic Act No. 4136

Pursuant to the provisions of Batas Pambansa Blg. 74, Republic Act No. 4136 and Administrative Order No. 009-2004 dated 03 September 2004, and in view of the impending exhaustion of combinations of alpha-numeric characters under the current format of motor vehicle plates, as well as an additional source of revenue for the government, the following revised guidelines and procedures in the acquisition of optional motor vehicle special plates are hereby promulgated for the observance of all concerned:

A. Rationale for the Special Plates

It is typical for motorists in the Philippines as it is in the other Asian countries to strike a preference towards certain alphanumeric character combinations for personal reasons and identification purposes. Such tendency provides a good opportunity for the LTO to increase its revenue by implementing a different pricing scheme in the issuance of MV plates with 01-100 numeric characters, which are to be matched with the alphas, as in three-letter and two/three number combinations.

As a revenue-raising measure, increased cost shall be collected for production of unissued motor vehicle plates with choice characters such as triple-alpha; triple numeric; numeric characters 168; any numeric combination with identical first and third characters but 0 for middle digit e.g., 101 or 707; and any other combinations which do not form part of the regular series of MV plates, when requested for production by a MV registered owner.

As a step to solve the problem of depleting alphanumeric combinations, the letter "I", "O", and "Q" shall be utilized. "O" shall have a different font to distinguish it from zero (0)

B. Nature and Coverage of Special Plates

The OMVSP are considered as a regular MV plate. As such these shall be issued in pairs and shall be permanently assigned to a specified motor vehicle during its life- time. Moreover, their acquisition is left to the choice of the motor vehicle owner and shall therefore be issued only upon direct application by the owner of a private motor vehicle, which is for initial or first-time registration with the LTO. The MV's covered herein are as follows:

- a. Cars
- b. Sports Utility Vehicles (SUV)
- c. Asian Utility Vehicles (AUV)
- d. Sports Pick-up
- e. Commuter Vans

No application shall be accepted that is made after more than three (3) months from the date of initial registration.

The following MV types shall be excluded from the coverage of those that can be issued special plate:

- 1. Public Utility Vehicles
- 2. Cargo Trucks (private/for hire)
- 3. Service Vehicle (hotel limousines, tourist vehicles, rent-a-car, ambulance and funeral hearse)
- 4. Vintage Vehicle
- 5. Government Vehicle
- 6. Diplomatic/OE Vehicle
- 7. MV with more than 4-wheel category
- 8. Used/Imported/Surplus MV

C. Where to Apply for Special Plates

Application can be made at the LTO Central Office or at any regional/district office, which shall forward it to the OMVSP Committee, Central Office (CO), for processing. Said committee reserves the right to approve or reject all applications and shall be responsible in delivering directly, to the registering agency, the special plates ordered by the MV registered owner. This will ensure prompt updating of database, closure of transaction and that the OMVSP plate will only be issued to duly registered and legitimate MV owner.

D. How to Apply for Special Plates

Since the special plates ordered shall be sent by special courier, in order to facilitate and to secure delivery, it is important that the applicant MV owner indicates correctly and clearly his/her forwarding address as well as his/her contact/telephone number. If for any reason, he/she cannot personally receive the plates, the person authorized to receive in his behalf must be indicated in his application.

E. Documentary Requirements

The following documents must be attached to the application, for transmittal to the OMVSP Committee at the Central Office:

- 1. Duly accomplished applications form;
- 2. Certified true copy of OR/CR issued by the TDO;
- 3. Certified true copy of the official receipt of payment for the plates ordered, by the cashier and noted by the District Head or