

APPLICATION FOR SPECIAL PERMIT

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to request for permission to make trips outside of his authorized route for purposes of excursions, educational trip, outings, retreat, etc.

Notes:

1. *For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative is allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents..*
2. *For corporations/cooperatives/others, please see corresponding requirements below*
3. *Applications must be filed at least 24 hours before the intended trip.*

REQUIREMENTS

General:

1. 1 duly accomplished Request Form
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. Copy of OR/CR of authorized unit/s
4. Original and copy Passenger Accident Insurance Coverage
5. Original and copy of Notarized Contract or Memorandum of Agreement, re: Charter Bus (for PUB only)

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Board Resolution authorizing the application for special permit.
2. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order, and sign paper on document to the realization of the aforesaid matters.

For Corporations:

1. Original and Copy of Board Resolution authorizing the application for special permit.
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.

No Lunch Break

FEES

Franchise Verification Fee:

Php 40.00

Filing Fee:

Php 120.00 per unit

Legal Research Fee:

Php 10.00

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
1	Download and accomplish Request Form in the LTFRB website or Get the same from the LTFRB Help Desk			
2	Present request form with corresponding requirements to TED (Window 1)	TED Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	Myra Villasis
3	Secure call number and wait to be called	If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Legal Research Fee Call out applicant and issue POS <i>Note: Application with incomplete requirements will not be received.</i>	10 min	Myra Villasis
4	Present call number, receive POS and application documents and proceed to cashier to give POS and settle payment	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwag
5	Proceed to TED (Window-6), present original OR and submit photocopy of OR	TED Officially receive application documents Provide call number to applicant Forward application documents to MID for Franchise Verification (FV)	*10 min	Violeta Berdos Verbo Laquindanum
6	Secure call number from TED and wait to be called	MID Prepare FV Forward FV and application documents to TED	*15 min	Josefina De Guzman Maria Pilar Adecera Elsa Navarro

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
7		TED Evaluate application documents Prepare Special Permit Review and sign special permit and call out applicant	*5 min	Esperanza Cruz Dionisia Atanacio Loida Balido Marites Peñas Eliza Divina Flora Sodusta Lilia Coloma Esther Rosimo Esperanza Cruz Dionisia Ataracio
8	Proceed to TED (Window-1), present call number and Secure Special Permit	TED Call out applicant and release Special Permit	*5 min	Myra Villasis

**Time may vary depending on the volume of applications/documents received on the day*

Notes:

- 1) Results of applications received after 3:00pm shall be released the following day.
- 2) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of one (1) day before the requested document could be released to the requesting party.
- 3) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director