

REPUBLIC OF THE PHILIPPINES
Department of Transportation and Communications
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
East Avenue, Quezon City

REQUEST FOR CONFIRMATION OF UNITS

FILING DATE : _____

DUE DATE : _____

CASE NO. : _____

NAME OF OPERATOR/ REPRESENTATIVE: _____

COMPLETE ADDRESS: _____

MOBILE NO. : _____

TYPE OF SERVICE:

PUJ TX PUB VFH SB SHB TB TH TTS

CHASSIS NO: _____ YEAR MODEL: _____ PLATE NO. _____

NAME AND SIGNATURE OF REQUESTING PARTY

REQUIREMENTS

1. Accomplished Confirmation of Units Request Form
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. Original and copy of Passenger Accident Insurance Coverage
4. Original and copy of Compulsory Third Party Liability Insurance (CTPL)
5. Copy of LTO OR/CR of the previous year

Additional Requirements:

For Cooperatives:

1. Original and copy of Board Resolution authorizing the representative to file petition, follow-up, receive order or decision, and sign paper or document to the realization of the aforesaid matters.

For Corporations:

1. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

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 authorization letter and valid identification documents.*
2. **To claim the Confirmation Certificate Sticker, please present original copy of LTO Official Receipt (OR)/Certificate of Registration (CR) and submit photocopy of OR as proof of registration for the current year to MID-Window-8.*

** After processing of Confirmation of Units*