

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

REQUEST FOR SPECIAL PERMIT FOR OUT-OF-LINE OPERATION

DATE: _____

NAME OF OPERATOR/ REPRESENTATIVE: _____

PURPOSE OF REQUEST:

- Excursion
- Family Trip
- Fetch Relatives
- To carry cargo
- Others _____

DESCRIPTION OF UNIT/S TO BE USED:

OPERATOR _____

MAKE/ TYPE _____

MOTOR NO. _____

CHASSIS NO. _____

PLATE NO. _____

ORIGIN _____

DESTINATION _____

VIA _____

DURATION (Date) _____ to _____

SIGNATURE OF REQUESTING PARTY

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, valid 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. Copy of the Board Resolution authorizing the application for special permit.
2. 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. Copy of Board Resolution authorizing the application for special permit.
2. 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 requesting party to be physically present, authorized representative is allowed upon presentation of Special Power of Attorney (SPA) and valid identification document/s.*
2. *Applications must be filed at least 24 hours before the intended trip.*