

REQUIREMENT FORM**Special Permit – with Petition (PUB)****Notes:**

1. Use light blue -colored folder and secure photocopies of all required documents (Please note that original copies of the same should be presented during filing, unless indicated otherwise).
2. Tab every document corresponding to numbers on this form.

1. 4 copies of Verified Application Form/Petition
2. 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. Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
4. *Copy OR/CR of authorized unit/s
**no need to present original upon filing*
5. Copy of Passenger Accident Insurance Coverage

For Cooperatives:

6. Copy of the Board Resolution authorizing the application for special permit.
7. Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order on decision, and sign paper on document, among others, to the realization of the aforesaid matters

For Corporations:

8. Copy of Board Resolution authorizing the application for special permit.
9. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

 Name & Signature of Receiving Officer

Date & Time Received: _____