



Republic of the Philippines  
 Department of Transportation and Communications  
 LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD

### ON-LINE TRANSACTION REQUEST FORM

OPERATOR NAME \_\_\_\_\_ CASE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF SERVICE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

NAME OF REQUESTING PARTY \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

**UNIT DESCRIPTION**

MAKE	MOTOR NO.	CHASSIS NO.	PLATE NO.	YEAR MODEL

(use extra sheet if needed)

- **Please check the TYPE OF TRANSACTION:** (check only one (1) transaction)

<input checked="" type="checkbox"/>	TYPE OF TRANSACTION	REQUIREMENT	Email Address
1 <input type="checkbox"/>	CONFIRMATION OF UNIT	<ul style="list-style-type: none"> <li>• Latest LTO OR/CR</li> <li>• Personal Passenger Accident Insurance</li> </ul>	online.ismd@ltfrb.gov.ph
2 <input type="checkbox"/>	FRANCHISE VERIFICATION	<ul style="list-style-type: none"> <li>• Latest LTO OR/CR</li> </ul>	
3 <input type="checkbox"/>	ISSUANCE OF SPECIAL PERMIT	<ul style="list-style-type: none"> <li>• Latest LTO OR/CR</li> <li>• Letter from the establishment to be served</li> <li>• Personal Passenger Accident Insurance</li> </ul> <p><b>Proposed Route:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	online.td@ltfrb.gov.ph
4 <input type="checkbox"/>	CORRECTION OF TYPOGRAPHICAL ERROR	<ul style="list-style-type: none"> <li>• Latest LTO OR/CR</li> <li>• Documents to show Proof of Correction</li> </ul> <p><b>Correction:</b></p> <p>From: _____</p> <p>To : _____</p>	online.td@ltfrb.gov.ph
5 <input type="checkbox"/>	ISSUANCE and RENEWAL OF PROVISIONAL AUTHORITY (PA)	<ul style="list-style-type: none"> <li>• Latest LTO OR/CR</li> <li>• Personal Passenger Accident Insurance</li> <li>• Copy of previous order (if renewal)</li> </ul>	legal@ltfrb.gov.ph

**Instruction:**

1. Fill-up this form correctly and completely
2. Email the FORM including the requirements to the email address opposite the type of transaction
3. Result will be emailed to your email address provided above or you can check the list of released transactions at LTFRB website @ www.ltfrb.gov.ph

\_\_\_\_\_

Signature



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**STEPS:**

1. Download the request form from LTFRB website, [www.lftrb.gov.ph](http://www.lftrb.gov.ph) ;
2. Fill-up the form correctly and completely ;
3. Email the FORM including the requirements to the email address opposite the type of transaction;
4. Wait for the result of the request which will be emailed to your email address provided in the form, or you can check the list of released transactions at LTFRB website, [www.lftrb.gov.ph](http://www.lftrb.gov.ph)