



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City



LTO FORM NO. 1

TO: MV INSPECTOR - THIS FORM WILL BE USED AS A SOURCE DOCUMENT IN COMPUTERIZATION. FILL UP COMPLETELY AND ACCURATELY IN INK.		MOTOR VEHICLE INSPECTION REPORT		MVIR NO.	
OWNERSHIP AND DOCUMENTATION					
OWNER'S COMPLETE NAME AND ADDRESS			AGENCY		DATE
			AUTHORIZED AGENCY (For hire only)		FILE NUMBER
ACQUIRED FROM (Complete Name and Address)			TYPE OF REGISTRATION <input type="checkbox"/> 1. NEW <input type="checkbox"/> 2. RENEWAL <input type="checkbox"/> 3. OTHERS (Specify)		
			MVRR NUMBER (Latest)		CHPG CONTROL NUMBER
ENCUMBRANCE (Complete Name and Address)			CERT. OF PAYMENT NUMBER (C.P.)		INFORMAL ENTRY NUMBER (I.E.)
			INSURER:		POLICY NUMBER
KIND OF VEHICLE <input type="checkbox"/> 1. NEW <input type="checkbox"/> 4. CAR <input type="checkbox"/> 7. MC 9. OTHERS (Specify) <input type="checkbox"/> 2. 2ND HAND <input type="checkbox"/> 5. TRUCK <input type="checkbox"/> 3. REBUILT <input type="checkbox"/> 6. HIRE <input type="checkbox"/> 8. TC			EXPIRY DATE:		CERT. OF COVER NO.
			DATE OF ENDORSEMENT:		AMOUNT OF COVERAGE
			I HEREBY CERTIFY THAT ALL INFORMATION AND THE STENCIL BELOW ARE TRUE AND CORRECT.		
			INSPECTOR'S PRINTED NAME & SIGNATURE		
IDENTIFICATION AND INSPECTION					
CLASSIFICATION		MAKE		PLATE NO.	TYPE OF FUEL <input type="checkbox"/> GAS <input type="checkbox"/> CNG <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> LPG <input type="checkbox"/> OTHERS
MOTOR NUMBER		SERIAL/CHASSIS NUMBER			
SERIES	TYPE OF BODY	COLOR	NO. OF DOOR	YR. MODEL	TOTAL PISTON DISPLACEMENT (cu./cm.)
BODY	<input type="checkbox"/> 1. SAFE <input type="checkbox"/> 2. UNSAFE <input type="checkbox"/> 3. DILAPIDATED				
DOOR/WINDOW	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. LOOSE <input type="checkbox"/> 3. UNSAFE				
WINDSHIELD	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE				
CAPACITY MARKING	<input type="checkbox"/> 1. COMPLETE <input type="checkbox"/> 2. INCOMPLETE <input type="checkbox"/> 3. INACCURATE <input type="checkbox"/> 4. NONE				
APPEARANCE	<input type="checkbox"/> 1. NEAT <input type="checkbox"/> 2. FAIR <input type="checkbox"/> 3. UNSIGHTLY				
CHASSIS	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. UNSAFE				
SPRING	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. UNSAFE <input type="checkbox"/> 3. WEAK <input type="checkbox"/> 4. LOOSE				
SEAT	<input type="checkbox"/> 1. NEAT <input type="checkbox"/> 2. FAIR <input type="checkbox"/> 3. WORN OUT				
BATTERY	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. LEAKING				
FUEL TANK	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. LEAKING <input type="checkbox"/> 3. UNSAFE				
			I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED HEREIN ARE TRUE AND CORRECT.		
			INSPECTOR'S PRINTED NAME & SIGNATURE		
OPERATION AND SAFETY TEST					
REFRIGERANT TYPE	<input type="checkbox"/> 1. R134 A <input type="checkbox"/> 2. OTHERS	AIRCON	<input type="checkbox"/> 1. EQUIPPED <input type="checkbox"/> 2. NOT APPLICABLE		
ENGINE	<input type="checkbox"/> 1. NEAT <input type="checkbox"/> 2. FAIR <input type="checkbox"/> 3. DIRTY	CLUTCH SYSTEM	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. LOOSE		
HEAD LIGHTS	<input type="checkbox"/> 1. COMPLETE <input type="checkbox"/> 2. NO DIMMER <input type="checkbox"/> 3. GLARING	HORN	<input type="checkbox"/> 1. STANDARD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. ILLEGAL		
STOP LIGHT	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE	FOOT BRAKE	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. LOOSE		
PARK LIGHT	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE	HAND BRAKE	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. LOOSE		
SIGNAL LIGHTS	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE	PANEL GAUGES	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. COMPLETE <input type="checkbox"/> 4. INCOMPLETE		
INTERIOR LIGHTS	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. INCOMPLETE	SMOKE EMISSION	<input type="checkbox"/> 1. NORMAL <input type="checkbox"/> 2. SMOKE BELCHER		
DIMMER SWITCH	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE	I HEREBY CERTIFY THAT ALL INFORMATION ARE TRUE AND CORRECT AND THAT AN ACTUAL TEST WAS CONDUCTED.			
TIRES	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. WORN OUT <input type="checkbox"/> 3. UNSAFE <input type="checkbox"/> 4. SPARE	INSPECTOR'S PRINTED NAME & SIGNATURE			
WHEELS	<input type="checkbox"/> 1. NORMAL <input type="checkbox"/> 2. UNSAFE <input type="checkbox"/> 3. WOBBLY <input type="checkbox"/> 4. UNALIGNED	<input type="checkbox"/> APPROVED CHIEF INSPECTOR/TDS			
STEERING	<input type="checkbox"/> 1. NORMAL <input type="checkbox"/> 2. STIFF <input type="checkbox"/> 3. LOOSE <input type="checkbox"/> 4. UNSAFE	<input type="checkbox"/> DISAPPROVED			
WIPER	<input type="checkbox"/> 1. GOOD <input type="checkbox"/> 2. DEFECTIVE <input type="checkbox"/> 3. NONE	BY: TDO PRINTED NAME & SIGNATURE			
MOTOR NO. STENCIL HERE		CHASSIS/SERIAL/BODY NUMBER STENCIL HERE			

CHECKLIST
MANDATORY SUPPORTING DOCUMENTS
FOR REGISTRATION TRANSACTIONS

EVALUATOR'S PRINTED NAME & SIGNATURE

PRIVATE

I. New Registration

1. Imported Motor Vehicle

- Original Invoice
Certification of Payment of taxes
CSR
CHPG clearance
Insurance Certificate of Cover
Actual inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)
Early Warning Device (EWD)

2. Locally Assemble/Rebuilt

- CSR
Original Sales Invoice/Commercial Invoice of motor/chassis
CR & OR of motor/chassis, if taken from another motor vehicle
Certification of Payment of Taxes from Boc BOC & BIR, if motor/chassis are imported.
CHPG clearance
Insurance Certificate of Cover
Affidavit of Rebuilt of Owner/ Mechanic
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)
Early Warning Device (EWD)

II. Renewal of MV Registration

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Insurance Certificate of Cover
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)
Early Warning Device (EWD)

III. Transfer of Ownership

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Original copy of Deed of Sales/Transfer
CHPG clearance
Insurance Certificate of Cover
Confirmation of Registration Certificate (Cir. No. 123)
Board of Resolution of Secretary's certificate if the vendor/ Transferor is a corporation
Actual inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

IV. Duplicate Registration Certificate

- Affidavit of Loss for Registration Certificate
Clearance from law/Enforcement Service, C.O./RO
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

V. Annotation of Mortgage

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Copy of Deed of Chattel Mortgage duly stamped received by the Register of Deeds
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

VI. Cancellation of Mortgage

- Original copy of Registration Certificate (CRE)
Original copy of current official receipt of payment
Release of Chattel Mortgage duly stamped received by the Register of Deeds
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

VII. Change Motor/Chassis/Color/Body Design

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Original copy of Invoice
CSR
Affidavit of change chassis/ motor/body/color
CHPG clearance
Insurance Certificate of Cover/ Indorsement from insurance Company
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)
Note: Change chassis of For Hire Motor Vehicles are Considered rebuilt.

VIII. Duplicate Plates/Stickers

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Affidavit of Loss
Clearance from Law Enforcement Service, C.O.
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

IX. Storage

- Original copy of Registration Certificate
Original copy of current official receipt of payment
Pair of motor vehicle plates.* (*To be surrendered to the LTO)

X. Re-stamping of Engine/Chassis Numbers

- Original copy of Registration Certificate
Original copy of current official receipt of payment
PCL Recommendation
PC Physical Investigation Report

- Affidavit of owner and mechanic stating the reason/s or need for re-stamping
Investigation Report of the TIFS and/or TDO

XI. Sheriff Sale

- Original copy of Registration Certificate
Original copy of the current official receipt of payment
Original copy of sheriff's Certificate of Sale
Authenticated copy of the Sheriff's Return
Confirmation of the Court that rendered judgement
Copy of the Court's decision and Writ of Execution ordering the sale of public auction
Duplicate copy of chattel mortgage contract duly stamped received by the Register of Deeds
CHPG clearance
Insurance Certificate of Cover
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)

FOR HIRE MOTOR VEHICLES "For Hire" - (PUJ, PUB, TX MCH)

- Confirmation of franchise from the Records section, LTRFB/R.O. LTRFB
Latest CR & OR
Insurance Certificate of Cover
BIR payment of Common Carrier Tax
CHPG clearance
CSR
Original Sales Invoice/s
Imported motor/chassis-confirmation of Payment of Taxes from BOC & BIR
Affidavit of change motor/chassis executed by owner and mechanic
Actual Inspection of Motor Vehicle & duly accomplished MVIR (stencils of motor & chassis nos. must be done on the space provided for)
Early Warning Device (EWD)

COMPUTATION FEES

Table with 2 columns: Fee Category, Amount. Rows include Registration Fee, Plate/Sticker, Science, Penalties, LRF, Miscellaneous, Transfer, Change Engine/Chassis/Color/Body/Design, Others, and TOTAL.

COMPUTER'S PRINTED NAME & SIGNATURE