

REPUBLIC OF THE PHILIPPINES  
Department of Transportation and Communications  
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD  
Tiguma, Pagadian 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. Original and copy OR/CR of authorized unit/s
4. Original and copy Passenger Accident Insurance Coverage

**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.*