

4. Lifting of Alarm Certificate

<p>Schedule of Availability: Monday to Sunday 24 hours a day without noon break</p> <p>Client / Requesting Party: Victims/registered owners of stolen/carnapped motor vehicles or representatives of the victims/registered owners with Special Power of Attorney (SPA)</p>
<p>Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Original OR/CR of the subject motor vehicle (MV) 2. Vehicle Sales Invoice 3. Deed of Sale (if the rightful owner of the vehicle has not yet processed the transfer of ownership with LTO) 4. Certificate of Encumbrance if the MV is encumbered and photocopy of OR/CR authenticated by the financing company 5. Secretary Certificate or Board Resolution stating the authorized user of the MV (if it is registered to a company) 6. Photocopy of MV Inspection Report (authenticated by LTO and clearly showing the stencil of the engine and chassis numbers) 7. Police Report from the local PNP unit who has territorial jurisdiction on the area where the incident occurred 8. Valid identification cards of the rightful owner and the person who has control of the MV when it was seized 9. Two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the motor vehicle when it was seized 10. Spot Recovery Report of MV 11. Turn over release of MV 12. Certificate of No Claim from Insurance Company or Affidavit of No Claim 13. Macro-Etching Result 14. Picture of MV
<p>Concerned Office: Office of Motor Vehicle Concern Center (OMVCC)</p> <p>Duration: 6 working days</p>

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1	Go to Receiving Section and fill out an application form	Issues application form for lifting of alarm	Action Officer	OMVCC Form 1	None	2 min
2	Submit the required documents	Retrieves the folder used in the application for Alarm Certificate	Designated Investigator	—		30 min
3	Come back after 6 working days	Checks completeness and genuineness of requirements submitted				1 hr
		Prepares a memorandum for approval/disapproval of the Lifting of Alarm				6 days
4	Claim the Certificate for Lifting of Alarm	Issues Certificate of Lifting of Alarm with control number	Office of the Deputy Director for Operation Personnel			2 min
END OF TRANSACTION				TOTAL = 6 days, 1 hr, 34 min		

For inquiries, comments, and suggestions, please call 723-0401 local 5379 at HPG-OMVCC and look for Action Officer on Duty.