

#### 4. 1. SERVICE NAME: OVR TICKET REDEMPTION FOR CONFISCATED DRIVER'S LICENSE/ VEHICLE PLATES/ IMPOUNDED VEHICLES

Apprehended drivers/motorist who violated traffic laws and ordinances therefor issued with Ordinance Violation Receipt are directed under the Quezon City Traffic Code, Law and Ordinances to redeem their confiscated driver's license to this office at OVR Redemption Section. (SP-1444, S-2004)

<b>Office or Division:</b>	Ordinance Violation Receipt Redemption Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Apprehended Drivers And/or Motorist			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Original OVR Ticket – 1 copy (original) 2. Affidavit of Loss (if original was lost) – 1 copy (photo copy) 3. LTO Certificate of Registration and Official Receipt – 1 copy(photocopy) 4. MMDA Clearance (if original OVR was lost – for PUV) – 1 copy 5. Authorization Letter (for representative) – 1 copy 6. Photocopy of ID (for representative and apprehended) – 1 copy		TFTTM Office		
		Driver/Motorist		
		Driver/Motorist		
		MMDA		
		Driver/Motorist		
		Representative and apprehended driver/motorist		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the issued OVR ticket, Affidavit of Loss, Photocopy of LTO O.R. & C.R.;	1.1. Receives OVR ticket, Affidavit of Loss, Photocopy of LTO O.R. & C.R.,	None	5 minutes	<i>OVR Receiving Clerk</i> located at Windows 1 or 2 TF-TTM Office
<b>IF representative:</b> - submits authorization letter, photocopy of valid IDs of the	1.2. Authorization letter and valid IDs (for duly authorized representatives).			

owner and the representative's, - OR & CR of motor vehicle.	<b>1.3.</b> Locate the confiscated item/s; then attaches it to documents submitted.	None	10 minutes	<i>Property Custodian Clerk</i> TF-TTM Office
	<b>1.4.</b> Verify from the database records for any unsettled previous apprehension/s from database.	None	15 minutes	EDP Section (Assessment Area) TF-TTM Office
<b>2.</b> Receive the Order of Payment	<b>2.1.</b> Prepares and issues Order of Payment	None	5 minutes	EDP Section and Windows 3 or 4 TF-TTM Office
<b>3.</b> Pay the fines and penalties and receives Official Receipt	<b>3.1.</b> Receives payment and issues Official Receipt	Fines and Penalties cited in the OVR	5 minutes	<i>Cashier at</i> Windows 5, 6 or 7 TF-TTM Office
<b>4.</b> Presents Official Receipts and receives confiscated items.	<b>4.1.</b> Validates Official Receipt and release the confiscated item/s, and have the client sign on the duplicate copy of the order of payment as proof of receipt to the confiscated item/s.	None	5 minutes	<i>OVR Releasing Clerk at</i> Windows 8, 9 or 10 TF-TTM Office
<b>TOTAL:</b>		Fines and Penalties cited in the OVR	45 Minutes	