

5. SERVICE NAME: UOVR Ticket Redemption/Payment for Traffic Violations

Office or Division:	Ordinance Violation Receipt Redemption Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Apprehended Drivers / Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original UOVR Ticket;		Driver / Representative		
2. Affidavit of Loss/Police Blotter (if original UOVR ticket was lost)		Driver / Representative		
3. Photocopy LTO Official Receipt and Certificate of Registration (OR/CR) (if Vehicle Plate confiscated/Motor Vehicle impounded);		Driver / Representative		
4. Notarized Deed of Sale (if not first/original owner of the motor vehicle);				
5. Traffic Clearance (if involved in road crash)		Representative and apprehended Driver		
6. Authorization Letter (for representative); and				
7. Photocopy of valid ID (for representative and apprehended driver/motorist).				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits issued UOVR ticket, Affidavit of Loss/Police blotter, Photocopy of LTO O.R. & C.R.; Notarized Deed of Sale; Traffic Clearance	1.1. Receives UOVR ticket, Affidavit of Loss, Photocopy of LTO O.R. & C.R.; Notarized Deed of Sale; Traffic Clearance	None	5 minutes	OVR Receiving Clerk at Counter 1 or 2
If representative: - submits authorization letter, photocopy of valid IDs of the owner and the	1.2. Authorization letter and valid IDs (for duly authorized representatives).			



representative's, - OR & CR of motor vehicle.	1.3. Locates the Driver's License photo printout attachment or confiscated item/s; then attaches it to documents submitted.	None	10 minutes	Property Custodian Clerk
	1.4. Verifies from the OVR System for any unsettled previous apprehension/s from database.	None	15 minutes	EDP Staff
2. Receives Order of Payment	2.1. Prepares and issues Order of Payment	None	5 minutes	EDP Staff and OVR Clerk at Counter 6 or 7
3. Pay the fines and penalties and receives Official Receipt	3.1. Receives Order of Payment and issues Official Receipt	Fines and Penalties cited in the UOVR ticket	5 minutes	Cashier at Counter 8 or 9
4. Presents Official Receipts and receives confiscated items (if any)	4.1. Validates / records Official Receipt and release the confiscated item/s (if any), and have the client sign on the duplicate copy of the order of payment as proof of receipt to the confiscated item/traffic violations.	None	5 minutes	OVR Releasing / Recording Clerk at Counter 3, 4 or 5
TOTAL:		Fines and Penalties cited in the OVR	45 minutes	