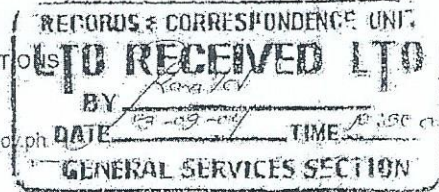




REPUBLIC OF THE PHILIPPINES
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MEMORANDUM CIRCULAR NO. 495-2004
24 February 2004

TO : All Regional Directors, Assistant Regional Directors, Heads of District Offices and Licensing Centers and Other Employees Concerned

SUBJECT : AMENDMENTS TO EMA-MC-01366 DATED 09 OCTOBER 2001 RE: REVISED GUIDELINES ON THE CONVERSION OF A FOREIGN DRIVER'S LICENSE INTO A PHILIPPINE DRIVER'S LICENSE

In order to clarify some issues pertinent to the implementation of the Revised Guidelines on the Conversion of a Foreign Driver's License into a Philippine Driver's License, the following amendments are hereby set forth.

I. General Requirements

The following are the general requirements for those applying for the conversion of a foreign driver's license into a Philippine driver's license, to wit:

1. Original and machine copy of a valid foreign driver's license. If the foreign driver's license is not in English language, the applicant should submit an official English translation from the local Embassy of the issuing country;
2. Original and machine copy of a valid passport showing the latest date of arrival in the Philippines of the foreign applicant;
3. Original and machine copy of a valid visa or Alien Certificate of Registration (ACR) if the foreign applicant temporarily resides in the Philippines;
4. Original copy of the Medical Certificate issued by a LTO accredited or government physician;
5. Original copy of drug test result issued by a DOH Accredited Drug Testing Center;

- 6. For non-professional driver's license applicant, he or she must be at least seventeen (17) years old while for professional driver's license applicant, he or she must be at least eighteen (18) years old; and
- 7. The applicant must know how to read, speak and write English.

II. Specific Requirements and Conditions

A. Conversion of a Foreign Driver's License to a Non-professional Philippine Drivers's License

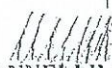
- 1. If an expired foreign driver's license is applied for conversion to a non-professional driver's license, the applicant will be subjected to written and practical examinations. Moreover, the type of motor vehicle used during the actual examination will determine the appropriate restriction code that will be issued to the applicant.
- 2. If a valid foreign driver's license is to be converted into a non-professional driver's license, an applicant will no longer have to undergo written and practical examinations. Applicants for non-professional driver's license are strictly limited to have a restriction code of 1 or 2.

B. Conversion of a Foreign Driver's License to a Professional Philippine Driver's License

- 1. If an applicant is hired as a company employee, the following documents must be presented:
 - a. Original Copy of Police/NBI/Court Clearance issued from the area of residence;
 - b. Original and machine copy of Certificate of Employment from local employer or foreign employer based in the Philippines; and
 - c. Original and machine copy of valid working visa issued by the Bureau of Immigration or valid working permit issued by the Department of Labor and Employment.
- 2. If the applicant operates his or her own business, the following documents must be presented:
 - a. Original copy of Police/NBI/Court clearance issued from the area of residence;
 - b. Original and machine copy of Investment Permit duly issued by the Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC) if the foreign applicant operates his own business;
 - c. Original and machine copy of certificate of registration and current official receipt of payment if there is a need to operate a motor vehicle classified as "Heavy". The said vehicle must be the one used as the test drive vehicle during the actual examination and therefore shall determine the appropriate restriction code thereof.

All circulars, orders, memoranda, rules and regulations or issuances in conflict herewith are deemed superseded.

For strict compliance


ANNELI R. LONTOC
 Assistant Secretary