

2. APPLICATION SMOKE-EMISSION TESTING AND SECURING CERTIFICATE OF COMPLIANCE FOR APPREHENDED VEHICLES

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Operators, Drivers and/or Duly Authorized Representatives			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Lot Owners				
<ul style="list-style-type: none"> • Certificate of Emission Test Result from Emission Testing Center accredited by LTO 				
<ul style="list-style-type: none"> • Vehicle's Official Receipt and Certificate of Registration (OR/CR) 				
<ul style="list-style-type: none"> • Ordinance Violation Receipt (OVR) 				
<ul style="list-style-type: none"> • Deed of Sale (if second owner) 				
<ul style="list-style-type: none"> • Authorization Letter (if the client is not the apprehended driver or owner) 				
<ul style="list-style-type: none"> • Emission Test Result print out 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documentary requirements	Receives and evaluates submitted documents		3 mins	Receiving/Releasing Clerk
	Prepares order of payment for emission testing		2 mins	Receiving/Releasing Clerk
Settle emission testing fee (<i>photocopy of the official receipt will be submitted to the Emission Testing Center</i>)	Receive payment and issue receipt	400.00	5 min	Treasury Office
Proceed Emission Testing Center and submit vehicle for actual testing; Wait for the emission test result	Performs emission testing using CAA – Smoke Opacimeter in the presence of the client		20 mins	Emission Testing Personnel
	Present emission test result whether PASSED or FAILED; Should testing result : <u>PASSED</u> – accomplish documents will be issued and report back to CENRO for redemption instruction;		2 mins	Emission Testing Personnel

	<p>FAILED – the vehicle will have to undergo re-emission testing after a thorough engine maintenance and/or overhaul to attain the required emission average of 2.50.</p> <p>Note : <i>Emission testing is one time payment, thus, re-test is for free</i></p>			
Proceed to CENRO together with the documents and emission testing ticket	<p>Receives document and prepare clearance for approval of CENRO Head.</p> <p><i>(Client will be instructed to photocopy documents for submission to OVCT Office)</i></p>		2 mins	Receiving/Releasing Clerk
	Sign clearance form		2 mins	CENRO Head
	<p>Release clearance form</p> <p><i>(Client will be instructed to proceed to OVCT Office for submission of documents and redemption of plate/license after payment</i></p>		2 mins	Receiving/Releasing Clerk

END OF TRANSACTION