



Issuance of **PEDICAB DRIVER'S LICENSE**

◆ Requirements:

1. Police Clearance
2. Health Certificate (CHO)
3. Traffic Seminar Certificate

◆ Steps to Avail of the Service:

STEP	APPLICANT / CLIENT ACTIVITY	PERSONS IN-CHARGE
1	Fills up the application form & submits requirements	BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras
2	Proceeds to CTO for payment of CTC, fees, and taxes (one-time payment)	CTO Helen L. Zarate
3	Back to BPLO for issuance of Pedicab Driver's License & release of the same duly signed and laminated	BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras

◆ Fees — To be determined by CTO (Business Tax & Other Fees Division)

- CTO – City Treasurer's Office
- CHO – City Health Office
- PMSD – Public Market & Slaughterhouse Department
- CTC—Community Tax Certificate