Inspection and Registation of Trimobile for Hire

ABOUT THE SERVICE

Inspection of trimobile for hire registration is mandated at the Public Safety Office.

Department / Office:	**PUBLIC SAFETY OFFICE**
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	Any citizen
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Driver's license	• Land Transportation Office
• Clearance for PSO (violation)	• Public Safety Office (Admin Section)
• Driver's ID	• Public Safety Office (Admin Section)
• BLS Training Certificate and ID	• Naga City Community First Responder Program Management Office (NCCFRPMO)
• Community Tax Certificate	• City Treasury / Barangay Hall
• Barangay Clearance	• Barangay where the applicant resides

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application forms from the Sangguniang Panlungsod Office Task Force Trimobile & other requirements to the PSO Admin Clerk.	2. Clerk inspects the application form & other requirements if it's complete.	P	3 minutes	ROLANDO S. FRANCIA Administrative Aide I (Casual)
3. Applicant shows where the tricycle to be inspected.	4. Clerk inspect the trimobile for hire		5 minutes	
	TOTAL	P	8 minutes	

PUBLIC SAFETY OFFICE
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