

LTO License & Exam Checklist

Bring the original and 1 photocopy of each document. Source: LTO Driver's License Transactions Citizen's Charter (DL-CC-2025).

₱250

Student permit (₱100 + ₱150)

₱685

New non-pro license (₱100 + ₱585)

₱585

On-time license renewal

1. STUDENT-DRIVER'S PERMIT

- ☐ **Age 16+ (Filipinos)**
Foreigners 18+, in the Philippines at least 1 month, with proof of stay of at least 6 months
- ☐ **APL form (Application for Permits and Licenses)**
- ☐ **Medical certificate from an LTO-accredited clinic**
Sent electronically by the clinic
- ☐ **PSA birth certificate, passport, PhilID or PSA marriage certificate**
- ☐ **ID with your photo and signature**
- ☐ **15-hour Theoretical Driving Course (TDC) certificate**
Sent electronically by the school
- ☐ **Under 18? Parent's or guardian's consent**
With their valid government ID
- ☐ **LTO Client ID (LTMS portal)**
TIN too, if you're employed

Valid 1 year for the practical driving course. After 2 years from issue you need a new permit.

3. LICENSE RENEWAL (PLAIN OR ADVANCE)

- ☐ **Your current driver's license**
Not expired for more than 2 years
- ☐ **Medical certificate from an accredited clinic**
- ☐ **CDE certificate (first renewal of a 5-year license only)**
Not needed if your permit was issued on or after 3 Aug 2020, or you renewed on or after 28 Oct 2021

2. NEW NON-PROFESSIONAL LICENSE

- ☐ **Age 17+ and permit held at least 1 month**
Foreigners 18+
- ☐ **APL form**
- ☐ **Medical certificate from an accredited clinic**
- ☐ **Practical Driving Course (PDC) certificate**
From an LTO DEC, accredited driving school or TESDA center
- ☐ **Valid student-driver's permit**
- ☐ **Age 17? Parent's or guardian's consent**
With their valid government ID

EXAM DAY

- ☐ **Theoretical exam, then practical driving test**
Pay the ₱100 application fee first; the ₱585 license fee after you pass
- ☐ **Failed the theoretical exam?**
Re-apply the next working day, while your permit is within 2 years of issue
- ☐ **Failed the practical exam?**
Retake after 7 calendar days with a ₱100 application fee

- ☐ **5 to 39 demerit points?**
Driver's Reorientation Course certificate; 10 to 39 points also take the theoretical exam
- ☐ **Renewing early because you're leaving?**
Plane ticket; advance renewal up to 1 year before expiry
- ☐ **No unsettled traffic violations**
Settle them first

Valid IDs LTO accepts include PhilID, passport, UMID, SSS, PhilHealth, TIN, postal, voter's, PRC and Pag-IBIG IDs.

Guides: papelesph.com/lto-student-permit/ · papelesph.com/lto-exam-reviewer/ · papelesph.com/lto-license-renewal/

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