

# HOW TO APPLY CAR PASS

- Download, fill out, and print the MCVP form.
- Using student's account, fill out Google form https://rb.gy/rzeogm
- Wait for Registrar's
  Office email for lacking requirements.
- Bring complete requirements to Registrar's Office for endorsement.
- Submit documents through DROP BOX (PSG 2nd Guard). Claim in 3 days.
- Pay and submit application to car pass window.
  Get temporary pass.
- Claim permanent pass at the Car Pass Office on date specified in temporary pass.

2023
Control nr

OLD CONTROL
NUMBER



HEADQUARTERS
PRESIDENTIAL GUARDS
PRESIDENTIAL SECURITY GROUP
Malacañang, Manila

# SAINT JUDE (VEHICLE) MCVP APPLICATION FORM CY 2023

2 pcs passportsize picture (white background) (Please write name at the back of the picture)

**DATE OF APPLICATION** 

| Spouse N                    | ·   | nclude name suffix)  | Please check)  Accomplished Application Form (parent/employee)  |
|-----------------------------|---|--|---|
| Spouse N                    | <br>Name  |  |   |
| ,                           |   |  | 2pcs passport-size  |
|                             |   |  | picture of applicant photocopy OR/CR Photocopy driver's license of  |
|                             |   |  | parent/employee applicant Photocopy driver's license of driver  |
| Civil stat                  | tus   | Religion   | Endorsement of School Head and CO, 2GC, PG  |
| Citize                      | enship  | Gender   | lf not the owner (certification as user or marriage contract or birth certificate) School certification of  |
| Positi                      | tion/Designation  |  | registration of student Certification of employment for regular employees   |
|                             | Office Number   |  | NBI ClearanceDeed of sale or Sales InvoiceSurrender Old Carpass   |
| Name, Last Name, i          | include name suf  | fix)   | VEHICLE picture (FRONT only with Visible  |
| Driver's                    | Home Address  | Plate Number)  |   |
| ASE WRITE LEGIB             | LY)   |  | PROCESSING FEE:<br>100.00   |
| Chass                       | sis Number  |  |   |
|                             | Boo   | ly Type  | PROCESSING TIME:<br>8AM-5PM   |
| rivate Gove                 |   | ır Model   |   |
| Conduction Sticker (if new) |   | Car plate number   |   |
|                             | Comme   | anding Officer 2nd Guard   | Company:  |
|                             |   |  |   |
|                             |   | Signature over Printed Name  |   |
|                             | Positi  Name, Last Name,  Driver's  EASE WRITE LEGIB  Chass | Driver's Home Address  EASE WRITE LEGIBLY)  Chassis Number  Boo  Yeo  Crivate Government  cker (if new) Security | Citizenship Gender  Position/Designation  Office Number  Name, Last Name, include name suffix)  Driver's Home Address  EASE WRITE LEGIBLY)  Chassis Number  Body Type  Year Model |

## **REMINDERS**

- The Malacañang Complex Vehicle Pass (MCVP) must be displayed at the LOWER-LEFT PORTION of the vehicle while inside the Malacañang Complex at all times.
- This card serves as a Gate PASS ONLY- NOT AN EXEMPTION FOR INSPECTION.
- The bearer must subject himself and his vehicle for inspection.
- The holder must adhere and obey all traffic rules and regulations while inside the Malacañang Complex as imposed by PG, PSG.
- The vehicle pass/decal is non-transferable. It should not be used by any other vehicle.
- Any form of falsification and illegal reproduction of the vehicle pass shall be banned from any transaction for three (3) years.
- Any violation will mean confiscation of the vehicle pass/decal.
- In case of loss, report to the issuing office immediately with the corresponding notarized affidavit of loss or contact the issuing office local # 3202/6897700.

I hereby acknowledge and abide to the rules and regulation by the Presidential Guards, Presidential Security Group. The Presidential Guards, Presidential Security Group has the right to deny entry of dubious personnel, inspect the vehicles and its owner upon entry and exit all access points.

| Date | Signature above printed name of applicant |
|------|---|

2023
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OLD CONTROL
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HEADQUARTERS
PRESIDENTIAL GUARDS
PRESIDENTIAL SECURITY GROUP
Malacañang, Manila

# SAINT JUDE (MOTORCYCLE) MCVP APPLICATION FORM CY 2023

2pcs 1x1 size picture (white background) (Please write name at the back of the picture)

DATE OF APPLICATION

| 1. PERSONAL DA                      | IA (PL                  | EASE WRITE LEG        | IBLY)         |   |                           | REQUIREMENTS   |
|-------------------------------------|-------------------------|-----------------------|---------------|---|---------------------------|--|
| First name                          |                         | Middle Name           |               | Last Na   | me (Include name suffix)  | (Please check)   |
| Driver's License Number Spouse Name |                         |                       |               | Accomplished Application Form 2pcs 1x1 Picture of applicant Photocopy OR/CR |                           |  |
| Home Address                        |                         |                       | 1             |   |                           | Photocopy driver's license of parent/employee applicant                |
| Present Address                     |                         |                       |               |   |                           | License of driver Endorsement of School Head and CO, 2GC, PG           |
| Cellular/ Mobile N                  | Cellular/ Mobile Number |                       | Civil statu   | s   | Religion                  | If not the owner (certification as user or marriage contract           |
| DOB (dd/mm/yyy                      | y) Pla                  | ace of Birth          | Citizen       | ship  | Gender                    | or birth certificate)  School certification of registration of student |
| Office                              |                         |                       |               | n/Design  | pation                    | Certification of employment for regular employees NBI Clearance        |
| Office Address                      |                         |                       |               | Office Number   |                           | Deed of sale or Sales Invoice<br>Surrender Old Carpass                 |
| Driver's Full name                  | (First N                | ame, Middle Nam       | e, Last Name, | include n   | name suffix)              | MOTORCYCLE picture  (FRONT only with Visible Plate Number)             |
| Driver's License Number             |                         | Driver's Home Address |               |   |                           |  |
| 2. CAR/VEHICLE                      | REGIST                  | RATION (PLEASE        | WRITE LEGIE   | BLY)  |                           | PROCESSING FEE: 100.00   |
| Engine Number                       |                         | Chassis               | Number        |   | PROCESSING TIME:          |  |
| Make                                | Se                      | eries                 |               |   | Body Type                 | 8AM-5PM  |
| Color                               | CI                      | assification:         | e Gove        | ernment   | Year Model                |  |
| Plate Number                        | Co                      | onduction Sticker (   | (if new)      | Sec   | curity Car plate number   |  |
| School Head                         |                         |                       |               |   | Commanding Officer 2nd Gu | ard Company:   |
|                                     |                         |                       |               |   |                           |  |
|                                     |                         |                       |               |   |                           |  |
|                                     |                         |                       |               |   |                           |  |

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