

Car Pass Registration

Guidelines:

- ◆ Two (2) car passes per family will be allowed.
- ◆ Cars should be under parent's name. Additional requirements for those cars not under the parent's name should be submitted.
- ◆ Requirements (merged) should be uploaded to Google drive (<https://tinyurl.com/car-pass-application>) for pre-evaluation and certificate preparation 2-3 days prior onsite processing.
- ◆ After pre-evaluation, only those who brought the complete requirements and filled-out application forms shall be entertained and given school certification.

● Requirements for vehicles UNDER PARENT'S NAME:

1. **Proof of payment – tuition fee**
2. **Filled out MCVP form**
3. **Old car pass (for renewal)**
4. **Updated OR (Official Receipt) and CR (Certificate of Registration) of cars - photocopy**
5. **Recent NBI clearance of parent and hired driver – photocopy**
6. **Valid driver's license (parent and hired driver) - photocopy**
7. **Picture of vehicle (front with visible plate number)**
8. **For motorcycle: 2 1x1 ID pictures**
For cars: 2 passport-size ID pictures of parent and hired driver per car with white background. (4 copies for 2 cars)
9. **P100/car processing fee for PSG**

● Additional requirements for vehicles NOT UNDER PARENT'S NAME:

10. For cars acquired by parents -
 - **Notarized deed of sale**
11. For cars under company name -
 - **Notarized company certification** stating parent's position in the company and that the car is assigned to him/her.
12. For cars under relative's name –
 - **Notarized joint affidavit** of parent and owner
 - **Barangay certificate of owner** (same address with the parent)



HOW TO APPLY CAR PASS

1. Download, fill out, and print the **MCVP form**.

2. Using **student's account**, fill out Google form
<https://tinyurl.com/car-pass-application>

* Kindly prepare soft copy (merged) of requirements.

3. Wait for **Registrar's Office email** for lacking requirements.

4. Bring complete requirements to Registrar's Office for endorsement.

5. Submit documents through **DROP BOX (PSG 2nd Guard)**. **Claim after PSG text message.**

6. Pay and submit application to car pass window. Get temporary pass.

7. Claim permanent pass at the Car Pass Office on date specified in temporary pass.

2024
Control nr



HEADQUARTERS
PRESIDENTIAL GUARDS
PRESIDENTIAL SECURITY GROUP
Malacañang, Manila

SAINT JUDE
(VEHICLE)

MCVP APPLICATION FORM CY 2024

2 pcs
passport-
size picture
(white background)
(Please write name
at the back of the
picture)

OLD CONTROL
NUMBER

DATE OF APPLICATION

1. PERSONAL DATA (PLEASE WRITE LEGIBLY)			
First name	Middle Name	Last Name (Include name suffix)	
Driver's License Number	Spouse Name		
Home Address			
Present Address			
Cellular/ Mobile Number	Civil status	Religion	
DOB (dd/mm/yyyy)	Place of Birth	Citizenship	Gender
Office	Position/Designation		
Office Address	Office Number		
Driver's Full name (First Name, Middle Name, Last Name, include name suffix)			
Driver's License Number	Driver's Home Address		
2. CAR/VEHICLE REGISTRATION (PLEASE WRITE LEGIBLY)			
Engine Number	Chassis Number		
Make	Series	Body Type	
Color	Classification: <input type="checkbox"/> Private <input type="checkbox"/> Government	Year Model	
Plate Number	Conduction Sticker (if new)	Security Car plate number	

REQUIREMENTS

(Please check)

- Accomplished Application Form (parent/employee)
- 2pcs passport-size picture of applicant
- Photocopy OR/CR
- Photocopy driver's license of parent/employee applicant
- Photocopy driver's license of driver
- Endorsement of School Head and CO, 2GC, PG
- If not the owner (certification as user or marriage contract or birth certificate)
- School certification of registration of student
- Certification of employment for regular employees
- NBI Clearance
- Deed of sale or Sales Invoice
- Surrender Old Carpass
- VEHICLE picture** (FRONT only with Visible Plate Number)

School Head

Commanding Officer 2nd Guard Company:

Rev. Fr. Roland Aquino, SVD, MBA, JD

Signature over Printed Name

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

2024
Control nr



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

OLD CONTROL
NUMBER

HEADQUARTERS
PRESIDENTIAL GUARDS
PRESIDENTIAL SECURITY GROUP
Malacañang, Manila

SAINT JUDE (MOTORCYCLE)

MCVP APPLICATION FORM CY 2024

DATE OF APPLICATION

1. PERSONAL DATA (PLEASE WRITE LEGIBLY)

First name		Middle Name	Last Name (Include name suffix)	
Driver's License Number		Spouse Name		
Home Address				
Present Address				
Cellular/ Mobile Number		Civil status	Religion	
DOB (dd/mm/yyyy)	Place of Birth	Citizenship	Gender	
Office		Position/Designation		
Office Address			Office Number	
Driver's Full name (First Name, Middle Name, Last Name, include name suffix)				
Driver's License Number		Driver's Home Address		

REQUIREMENTS

(Please check)

- Accomplished Application Form
- 2pcs 1x1 Picture of applicant
- Photocopy OR/CR
- Photocopy driver's license of parent/employee applicant
- License of driver
- Endorsement of School Head and CO, 2GC, PG
- If not the owner (certification as user or marriage contract or birth certificate)
- School certification of registration of student
- Certification of employment for regular employees
- NBI Clearance
- Deed of sale or Sales Invoice
- Surrender Old Carpass
- MOTORCYCLE picture** (FRONT only with Visible Plate Number)

PROCESSING FEE:
100.00

PROCESSING TIME:
8AM-5PM

2. CAR/VEHICLE REGISTRATION (PLEASE WRITE LEGIBLY)

Engine Number		Chassis Number		
Make	Series	Body Type		
Color	Classification: <input type="checkbox"/> Private <input type="checkbox"/> Government		Year Model	
Plate Number	Conduction Sticker (if new)		Security Car plate number	

School Head

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