



BUSINESS PERMIT AND LICENSING OFFICE

PROCESSING OF VESSEL AND BICYCLE REGISTRATION

ABOUT THE SERVICE

Vessel, as defined in the 2007 Revenue Code, includes every type of boat, craft, or other artificial contrivances used, or capable of being used, as a means of transportation on water. There shall be collected annual registration fees from the owners of the following means of transport operated within the City of Olongapo.

WHO CAN AVAIL OF THE SERVICE

Any person who owns/possesses a vessel and/or bicycle used as a means of transportation within the City of Olongapo can avail of this service.

REQUIREMENTS

1. One (1) 2x2 Photo
2. Copy of Community Tax Certificate
3. Copy of Official Receipt
4. Affidavit of Ownership
5. Deed of Sale

FEES

Bicycle	Php 100.00
Motorized Vessel	Php 100.00
Non-Motorized Vessel	Php 50.00

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit duly accomplished Mayor's Permit application for occupation together with required documents.	Receive and check applications for completeness of requirements. Encode, update information on the system.	5 minutes	Information Section Information Section	Vessel - P100 Bicycle - P100	Application Form for Vessel Registration (BPL-FM-029-01) and Application Form for Bicycle Registration (BPL-FM-028-01)
2	Once payment has been made, submit a copy of Official Receipt to the Business Permit and Licensing Office.	Print Mayor's Permits for Vessel and Bicycle registration. Approve and sign Mayor's Permit for Vessel and Bicycle Registration.	2 minutes 5 minutes	Information Section City Mayor's Office		Mayor's Permit for Vessel and Bicycle Registration
3	Get Mayor's Permit for Vessel and Bicycle Registration.	Release Mayor's Permit for Vessel and Bicycle Registration.	2 minutes	Releasing Section		
Total Time: 14 minutes (excluding waiting time)						

AVAILABILITY OF SERVICE: Monday to Friday, 8:00 AM to 5:00 PM; NO NOON BREAK

TRANSPARENCY & GOOD GOVERNANCE

