



CITIZEN'S CHARTER NO. Issuance of Wildlife Local Transport Permit (LTP)

Office or Division:	Licenses, Patents and Deeds Division, DENR - National Capital Region	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Pet owners, Wildlife collectors and hobbyist, business owners and pet traders	

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Certificate of Wildlife Registration (CWR) Application Form (Attached with 2x2 ID picture if available, if not Wildlife Resources Permitting Section (WRPS) personnel will take a picture of the applicant and will be printed and attached to the application)	Wildlife Resources Permitting Section, DENR-NCR; DENR-NCR website
2. Document/s supporting legal possession or acquisition of the wildlife (fauna or flora, by-products or derivatives); a. wildlife acquired under a prior permit issued by concerned DENR Offices; (e.g. CITES Import Permit, Wildlife Import Certification, Wildlife Collector's Permit, Local Transport Permit, Memorandum of Agreement or any DENR clearance/permit) b. wildlife acquired/purchased from legal sources (Wildlife Farm Permit, Certificate of Wildlife Registration) provided that the individuals of sold/dispensed wildlife are progenies/offspring of parental stocks that are duly reported/registered with DENR thru the Breeding Report submitted (e.g. Official Receipt, Sales Invoice, Duly Notarized Deed of Sale/Donation/Exchange, etc.)	2. a. If source from import if CITES listed, CITES import permit from BMB. If non-CITES Wildlife Import Certificate 2. b. Wildlife Farm Permit holders or CWR holders (Non-CITES listed species)
3. Inspection Report	Concerned DENR-NCR-WRPS technical personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File LTP Application Form and submit documentary requirements to the Wildlife Resources Permitting Section (WRPS) Office in the North Ave., Diliman, Quezon City	<ul style="list-style-type: none"> •Evaluate the LTP Application Form and attached supporting documents a. If customer submits defective LTP Application Form (e.g. with factual or typographical errors) or incomplete supporting documents, return application to the customer for correction and compliance b. If customer submits a properly accomplished LTP Application Form and complete documentary requirements •Application receive, record in logbook and enter in ODTS, and refer to Chief-WRPS to assign inspector/s. •Assigned inspector/s will proceed with either Step 2A or 2B, whichever is applicable 	None	30 min.	DMO II Admin. Officer I EMS II/OIC, WRPS
Step 2.A - If the customer brought his/her wildlife species (fauna and flora) in WRPS Office for inspection	<ul style="list-style-type: none"> •Inspect the wildlife species (fauna/flora) its by-products and/or derivatives and take geo-tagged photos •Prepare and submit report with recommendation to the Chief-WRPS after inspection conducted 	None	2 hours (for inspection conducted at the Office) or 1 day (for inspection conducted at the facility of the applicant)	Admin. Aide VI
Step 2.B - If the customer prefers inspection of his/her wildlife species (fauna and flora) its by product/s and derivative/s at his/her facility, coordinate with the assigned inspector and schedule date of on-site inspection.			*completion of Inspection Report varies depending on the number and variety of wildlife species inspected	DMO II

	<ul style="list-style-type: none"> •Prepare and Issue Order of Payment to the applicant for the payment of CWR 	None	3 mins.	Admin. Officer I EMS II/OIC, WRPS
Present Order of Payment and pay CWR fee to the Cashier	Receive payment and Issue Official Receipt for the payment of permit fee	Php100.00	3 mins.	Admin. Aide VI
Submit Official Receipt to WRPS Office	<ul style="list-style-type: none"> •Attached Official Receipt to the LTP Application Form and forward it to the Chief-WRPS for Action 	None	1 min.	Admin. Officer I
	<ul style="list-style-type: none"> •Attach duly signed Inspection Report to the Application and cause the drafting of the LTP 	None	2 mins.	EMS II/OIC, WRPS
	<ul style="list-style-type: none"> •Prepare LTP and refer to Chief-WRPS for review and finalization 	None	30 mins.	DMO II
	<ul style="list-style-type: none"> •Review, Finalize and Affix initial to the LTP •Refer the draft LTP to Records Officer for updating the status of the application in logbook and in ODS •Forwards the draft LTP to the Officer of Chief-LPDD thru the Liaison Officer 	None	2 hours	EMS II/OIC, WRPS Admin. Officer I
	<ul style="list-style-type: none"> •Hand carry the draft LTP to the Office of the Chief, LPDD in East Ave., Quezon City 	None	2 hours (including travel time) *Liaison Office arrive at North Ave., Office from East Ave. Office within 2:00 to 3:00 PM	Liaison Officer
	<ul style="list-style-type: none"> •Receive, record the draft LTP in logbook and in ODS •Refer the draft LTP to the Chief, LPDD for appropriate action •Review and affix to draft LTP •Endorse/Forward the draft LTP to the Office of the Assistant Regional Director for Technical Service 	None	1 day	Admin. Officer I Chief, LPDD
	<ul style="list-style-type: none"> •Receive, record the draft LTP in logbook and in ODS •Refer the draft LTP to ARD for Technical Services for appropriate action •Review and affix initial to the draft LTP •Endorse/Forward the draft LTP to the Office of the Regional Executive Director 	None	1 day	Tracer OIC Assistant Regional Director
	<ul style="list-style-type: none"> •Receive, record the draft LTP in logbook and in ODS •Review the draft LTP •Approve Local Transport Permit (LTP) by the Regional Executive Director •Stamp date of issuance, affix dry seal and barcode to the approved LTP •Release the approved LTP to Records Section to be delivered/forwarded to WRPS 	None	1 day and 4 hours	Forest Ranger Forester III Regional Executive Director Forest Ranger

	Hand carry the approved LTP to the WRPS Office at North Ave., Quezon City	None	2 hours (including travel time) *Liaison Officer depart NEC, East Ave., Quezon City on or before 2:00PM	Liaison Officer
	<ul style="list-style-type: none"> •Receive approved LTP. Update its the status in logbook and in ODTS as approved LTP •Refer to WRPS Technical Personnel for scanning 	None	5 mins.	Admin. Officer I
	<ul style="list-style-type: none"> •Affix documentary stamp and scan the approved LTP including all supporting documents for entry in database •Notify the applicant thru their FB messenger or SMS message •Return the scanned LTP to Records Officer for release 	None	15 mins.	DMO II
Claim and Receive Approved CWR	•Record and Release the approved LTP to the Applicant including the Official Receipt	None	5 mins.	Admin. Officer I
		Total number of days	4 days	

Note: 4 days, 5 hours and 34 mins.
Plus one (1) day in case inspection is conducted at the facility of the applicant.