ACCEPTANCE OF PAYMENT FOR TRAFFIC CITATION TICKET

This service pertains to the issuance of official receipt after settlement of fines for traffic violations. Traffic citation tickets shall mean traffic violation receipts issued by traffic law enforcers in the course of their enforcement of traffic rules and regulations.

Office/Division:	Municipal Treasurer's Office (MTO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Motorcycle Drivers and Operators

CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
1. Issued Citation Ticket by the LTO-deputized PNP Personnel	PNP Sta. Magdalena

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	1. Accept citation ticket or notice of violation	As per violation	15 minutes	*MTO Personnel*
1. Pay fine/penalty charges and receive official receipt	2. Issue official receipt and record the transaction		10 minutes	*MTO Personnel*
	3. Submit list of settled citation tickets to PNP		1 day	*MTO Personnel*
	TOTAL:		**1 day and 25 minutes**	