

Control No: \_\_\_\_\_

**U.P. CAR STICKER APPLICATION FORM  
AY 2011-2012**

☐ New Applicant      ☐ Renewal

Name of Applicant	Unit/College/Address	Employee/Student Number										
<input type="checkbox"/> Faculty/Staff: _____	_____	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
<input type="checkbox"/> Student: _____	_____	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
<input type="checkbox"/> Alumni: _____	_____											
<input type="checkbox"/> Others: _____	Name _____	Address/Business Area _____										

(a) Resident: \_\_\_\_\_

(b) Concessionnaire: \_\_\_\_\_

(c) Contractor \_\_\_\_\_

Owner of Vehicle: \_\_\_\_\_  
(Surname) First Name ) (MI)

Tel.No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Home Address: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

LTO Car Registration No.: \_\_\_\_\_ Date: \_\_\_\_\_

LTO Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Plate No. \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

- Please attach xerox copies of the following:
- ☐ LTO Car Registration (in such cases,copy of deed of sale required)
  - ☐ LTO Official Receipt
  - ☐ Driver's License of Owner
  - ☐ Driver's License of Driver
  - ☐ Valid Form 5 (for students)
  - ☐ UP Identification Card

- ☐ UPAA Alumni ID (for alumni)
- ☐ Proof of residency (address in license must coincide with address in CoR) for UP legitimate residents
- ☐ Proof of contract/legal arrangement/document (for service providers/concessionaires/contractors)

\_\_\_\_\_  
(Print Name and Signature of Owner of Vehicle)  
Date: \_\_\_\_\_

## **Guidelines for the Optional Availment of U.P. Car Stickers for AY 2011-2012**

1. UP personnel and students who choose NOT to get car stickers shall be allowed access through the University portals/gates upon presentation of the U.P. Identification cards.
2. Those who could not present identification cards and car stickers will be required to:
  - Pass through the University Avenue portal
  - Leave behind a driver's license or a current ID card with picture with the guard upon entry
  - Recover the surrendered driver's license or ID card in the same gate upon exit
2. Those vehicles bearing the UP car sticker shall be allowed access at the following gates: Ylanan (Central Commonwealth), Jacinto (Stud farm), Velasquez (NIGS), and Magsaysay (Law Center).
3. The AY 2011-2012 optional car stickers will be issued beginning May 30, 2011 at the OVCCA. Schedule of processing: Monday to Friday 8:00 a.m. – 12:00 noon
4. Requirements
  - 4.1 Duly accomplished application form
  - 4.2 LTO Car Registration (in such cases, copy of deed of sale/company certification required)
  - 4.3 LTO Official Receipt
  - 4.4 Driver's License of Owner
  - 4.5 Driver's License of Driver (if owner is not the driver)
  - 4.6 Valid Form 5 (for students)
  - 4.7 UP Identification Card
  - 4.8 UPAA Alumni ID (for alumni)
  - 4.9 Proof of residency (address in license must coincide with address in the Car Registration for UP legitimate residents)
  - 4.10 Proof of contract/legal arrangement/document (for service providers/concessionaires/contractors)
5. Number of stickers allowed
  - 4.1 Faculty/Staff/Students: 2
  - 4.2 Alumni: 1
  - 4.3 Residents(Awardee of a UP Housing unit): varies depending on the number of family members
  - 4.4 Students enrolled in preparatory schools (e.g. PAUW, CDC, Parish of the Holy Sacrifice) and Extension Programs (e.g. College of Music) : 1
  - 4.5 Service Providers (concessionaires, contractors): varies depending on the contract stipulated
6. Sale of car stickers to outsiders shall be prohibited since it will defeat the objective of the University to prevent through traffic from using the University as an alternative route. It will also improve security on campus. The egress and ingress of vehicles shall be likewise monitored
7. First sticker shall cost P 300, the succeeding car stickers shall cost P500 each. University officials up to the level of Vice Chancellors and Assistant Vice Presidents or equivalent shall be issued car stickers free of charge. Service providers shall be charged P500 per sticker.
8. Color Codes
  - Maroon - UP Employee/Alumni
  - Green - Students
  - Black - Service Providers
9. **Instructions to UP Car Sticker Applicants**
  - 9.1 Get application forms from the Office of the Vice Chancellor for Community Affairs
  - 9.2 Submit accomplished form and documentary requirements for evaluation.
  - 9.3 Pay the required amount at the UP Cash Office, 1<sup>st</sup> Floor, PNB Building. (Sticker Fund No. **9768800-499-439**)
  - 9.4 For application submitted from Monday to Friday, claim car sticker/s at the OVCCA upon presentation of the Official receipt every Wednesday the following week.
  - 9.5 Attach the sticker on the driver's lower right side of the front windshield. The car sticker is non-transferable and specifically for the vehicle described in the application