

## FPA 2025-2026 CAR STICKERS DETAILED STEPS AND REMINDERS

Step No.	Location	Procedures
1	FPA Admin	<p>Obtain and completely fill-out Vehicle Sticker Application Form.</p> <p>Ensure that the form is duly signed and approved by Forbes Park Property Owner/Resident/Tenant</p> <p>Proceed to FPA Admin Office (Look for Ms. Lala Infante, FPA Cashier) for initial validation of the Form, attachments and signatory.</p> <p>Required Attachments:</p> <ol style="list-style-type: none"> <li>Renewal (with existing Forbes Park/MIVA Sticker) <ol style="list-style-type: none"> <li>Completely filled-out Application Form only</li> </ol> </li> <li>New Application <ol style="list-style-type: none"> <li>Photocopy of most recent LTO Official Receipt (OR) and Vehicle Registration (CR)</li> <li>For newly acquired vehicles without OR and CR yet, photocopy of any proof vehicle ownership by the Property Owner/Resident/Tenant – Sales Invoice and Delivery receipt from the motor vehicle dealer.</li> <li>Duly Notarized Deed of Sale for acquired second-hand motor vehicle not yet registered to the name of the new owner.</li> <li>For motor vehicle registered under a Company, Corporation, Organization or Embassy – A document stating the authorized user of the motor vehicle is the Property Owner/Resident/Tenant <ol style="list-style-type: none"> <li>Certification issued by the Corporate Secretary</li> <li>Duly signed Letter from the Embassy</li> <li>Photocopy of the ID issuing the Certification or Letter</li> </ol> </li> </ol> </li> </ol>
2	FPA Security Office (Kawayan cor. Pandan)	<p><b>FOR NEW APPLICATION ONLY</b>  <b>RENEWAL WITH EXISTING STICKERS, Proceed to Step No. 3</b></p> <p>Proceed to FPA Security Office to obtain clearance. Clearance from FPA Security Office is required prior to payment.</p>
3	FPA Admin	<p>Proceed to FPA Admin and pay corresponding fees to FPA Cashier. After payment, FPA Official Receipt will be issued.</p> <p>Available modes of payment: Cash, Check, GCASH QR (QR PH)</p>
4	FPA Admin	<p>After successful payment, FPA Staff will encode the motor vehicle details in FPA Database.</p> <p>After payment and encoding, Motor Vehicle Sticker Applicant may proceed to the following locations for sticker installation.</p> <ol style="list-style-type: none"> <li>In-front of FPA Admin Office (motor vehicles with plate number ending 1, 2, 3, 4 and 5)</li> <li>Park Road corner Kawayan Road (motor vehicles with plate number ending 6, 7, 8, 9, 0 and motorcycles)</li> </ol>
5	<p>Sticker Installation</p> <p>Locations:</p> <p>In-front of FPA Admin Office</p> <p>Along Park Road</p>	<p>Only FPA Security Team and Staff are allowed to install the motor vehicle stickers.</p> <p>Sticker will be placed on the TOP LEFT (Driver side) potion of the windshield.</p> <p>RFID Tag will be placed on the RIGHT (passenger side) headlight.</p> <p>After installation, vehicles must queue for RFID reader verification.</p> <p>INSTALLATION IS ON A FIRST-COME, FIRST-SERVED BASIS.  ONLY VEHICLES ON THE QUEUEING LINE WILL BE ACCOMMODATED.</p> <p>VEHICLES THAT WILL LEAVE THE QUEUEING LINE WILL HAVE TO FALL IN LINE AGAIN.</p>

- Other reminders:
- Ensure that membership dues, garbage fees, other assessments and fines and penalties are paid and updated. Please settle all outstanding dues, fees, other assessments and penalties at FPA Admin Office.
  - For new applications – ensure that the supporting documents are complete and subject to security review if noted with findings