Driving License - Frequently Asked Questions(FAQ)

a) Where do you get it?

At the Regional Transport Office (in District Head Quarter) or Additional Regional Transport Office (in Sub-division)

b) When do you get it?

After completion of 16 years of age, for driving Motor Cycle with engine capacity not exceeding 50 CC. After completion of 18 years of age motor cycle with engine capacity exceeding 50 CC and light motor vehicle.

c) How to get a driving License.

There are two steps to get a **permanent Driving License**:

Step – I Obtaining a learner's License.

Step - II Obtaining a Permanent Driving License.

General Guidelines

Driving License:

Driving License are issued in two broad categories, eg.

- (i) Transport (to drive transport vehicles)
- (ii) Non Transport (to drive non-transport vehicles).

For obtaining a license of any category, application for a Learner's License shall have to be made first. **On grant of the Learner's License** after a preliminary test, one may appear in the test of competence to drive within six months but not before thirty days. **For obtaining a Transport License** applicant must hold a License to drive a light motor vehicle for at least one year.

Documents to be submitted:

Proof of age & address:

- 1. Electoral roll
- 2. Life insurance Policy
- 3. Passport
- 4. Pay slip issued by Central Govt./State Govt./Local Body
- 5. School Certificate

- 6. Birth Certificate
- 7. Certificate granted by a Registered Medical Practitioner not below the rank of a civil surgeon.

Medical Certificate in **Form 1 & Form-1A**, six copies of passport size colour photograph, and other prescribed forms.

Registration:

Motor Vehicles are registered in two broad categories eg.

- (i) Non Transport (used solely for personal & non-commercial purposes)
- (ii) transport (used for commercial purposes).

New Registration:

Forms to be submitted-

- i) Form-20 (Application for registration).
- ii) Form-21 (Sale Certificate).
- iii) Form-22 (Road worthiness certificate).

Documents to be Submitted-

- i) Valid Insurance Certificate.
- ii) Proof of address.
- iii) Temporary Registration Certificate (if any). The vehicle will also be physically examined by the M.V. Inspector (Technical).

No Dealer of Motor Vehicle Should Deliver an Unregistered Vehicle.

Registration on Change of Address:

Forms to be submitted-

- i) Form-33 (Application for change of address)
- ii) Form-28 (N.O.C. from previous R/A)

Documents to be submitted-

- i) Registration Certificate
- ii) Valid tax-receipt
- iii) Valid Insurance Certificate
- iv) Valid Permit (in case of Transport Vehicles)
- v) N.O.C. from financier (for vehicles held under H.P Agreement).

Vehicles coming from outside K.M.D.A area must confirm to B.S.-II norms for registration in K.M.D.A area on change of address.

Transfer of Ownership:

Forms to be submitted-

- i) Form-29 (Notice of transfer)
- ii) Form-30 (Application for T.O.)

Documents to be submitted-

- a. Registration Certificate
- b. Valid Insurance Certificate
- c. Valid Tax receipt
- d. Valid Permit (in case of transport vehicle)
- e. N.O.C. from financier (in case of vehicles held under H.P. Agreement)
- f. Valid P.U.C.C.

The seller has to confirm the sale of vehicle by appearing physically before the Registration Authority.

Certificate of Fitness:

a. Transport Vehicle – Application to be made in form – CFRA not less than one month before the date of expiry of the C.F. The vehicle is to be produced for inspection before the M.V.I.(T) in a neat and well maintained condition. The vehicle shall conform to the pollution standard set in C.M.V. Rules.

b. Non –Transport Vehicles – Application for renewal of a Certificate of registration is to be made in form – Form-25 not more than sixty days before the date of its expiry. The vehicle is to be produced before M.V.I.(T) for inspection.

Display of Registration Mark:

Registration mark shall be displayed both at the front and at the rear of the motor vehicle. For Transport vehicle it shall also be painted on the right and left side of the body. The letters of the registration mark shall be in English and the figures shall be in Arabic numerals and shall be shown:

- a. in case of Transport vehicle in black colour on yellow background.
- b. In other cases in black colour on white background.

Hire Purchase:

Application to be made in Form-35 along with a clearance letter from the financier are required for termination/cancellation of Hire purchase. Registration Certificate is to be submitted in original. Application to be made in duplicate in Form-34 making an entry/endorsement of the name of the financier in the certificate of Registration.

TAX: Tax is to be paid in advance. After expiry of the Tax Token fifteen days' grace period is allowed to pay tax without penalty, thereafter penalty is imposed. Life Time Tax is to be paid for two wheelers. One time Tax is to be paid for four wheelers (up to 10 years of age). Expiry of the Tax Token will automatically render the permit of the concerned vehicle invalid. Schedule of Tax given separately.

Documents to be Carried With The Vehicle:

- 1. Registration Certificate.
- 2. Insurance Certificate.
- 3. Tax Token.
- 4. Driving Licence.
- 5. Permit (in case of transport vehicle).
- 6. Pollution under Control Certificate.
- 7. Certificate Of Fitness