

NB - Section 124, 125, 126 and 127 of the Road Traffic Regulations and section 22 of the Road traffic (Taxis and Contract Cars) Regulations requires "that any person who operates a PPV either as a Driver or Conductor MUST have a badge."







REQUIREMENT SHEET FOR NEW ROUTE TAXI

1. K1 Application form obtainable any of the following Transport Authority Offices:
 - a. 119 Maxfield Avenue, Kingston 10
 - b. Sagicor Complex, Unit U, Freeport Montego Bay, St. James
 - c. Shop 48 Caledonia Court Plaza, 29-31, Caledonia Road, Mandeville, Manchester
 - d. 26 Caribbean Park, Balmoral Heights, St. Mary
 - e. St. Margaret's Bay, Portland
 - f. Swansea District, Clarendon
 - g. Barracks Road, Savanna-la-Mar, Westmoreland
2. The original and photocopy of current:
 - a. Registration Certificate
 - b. Certificate of Fitness
 - c. Insurance Certificate/Cover Note
3. 'L' Form: Purchase receipt at Tax Office, take receipt and vehicle to Examination Depot.
4. Copy of owner(s) ID (Drivers Licence/Voter's ID/Passport)
5. Taxpayer Registration Number (TRN). Obtainable at Tax Administration of Jamaica.
6. In the case of a company, the company seal must be affixed to the application. Memorandum and Articles of Association and the Certificate of Incorporation must be attached.
7. Police Certificate (Police Record) **N.B. In the case of a company all Directors should provide a police record**
8. A recommendation must be obtained from one of the following:
 - a. Justice of the Peace in the area in which the applicant resides
 - b. Principal
 - c. Superintendent or Inspector of Police
 - d. Minister of Religion
9. Proof of Address: Utility Bill or Proof of Address form (obtainable at Transport Authority) signed and stamped by a Justice of the Peace verifying the Address.
10. The total fee payable is **Fifteen Thousand Dollars (\$15,000.00)**. Payment options are as follow:
 - Paymaster or Bill Express Locations island-wide
 - National Commercial Bank (N.C.B.) vouchers (obtainable at the TA offices).

N.B. PAYMENTS SHOULD BE MADE AFTER ALL REQUIREMENTS ARE MET FOR APPLYING FOR A ROAD LICENCE

UPON APPROVAL OF THE ROAD LICENCE THE TA WILL ISSUE THE FOLLOWING TO THE APPLICANT FOR COMPLETION:

N.B. The streak (black & white colour code) and 'taxi' globe should be affixed to the motor vehicle before inspection is conducted at the respective pounds.

-  Certificate to the Collector of Taxes
-  Transport Authority Inspection Sheet
-  Letter to insurance company for proof of PPV
-  Letter to security company for the installment of tracking device

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Upon return of these documents and Current Driver’s Badge to the authority, the road licence will be prepared.

FOR COLLECTION OF ALL ROAD LICENCES/CERTIFICATES, THE FOLLOWING APPLY:

APPLICANT – Owners Identification (Passport, Voter’s ID, Drivers Licence), Transport Authority’s **original** Receipt.

BEARER – Bearer’s ID (Passport, Voter’s ID, Driver’s Licence), authorization letter signed & stamped by a Justice of the Peace and the Transport Authority’s **original** receipt.

IN THE CASE OF A COMPANY: A letter signed & stamped by the authorized personnel from the company, Bearers ID & Transport Authority’s receipt.

- ✚ **Refunds:** Where applicable, a request for refund must be submitted within two (2) years of the application date. The non-refundable application fee will be deducted from the amount refundable.
- ✚ A letter of authorization from the Route Taxi Association with stamp affixed should accompany all other requisite documents for collection of road licence.
- ✚ Motor vehicles 15 years and older should obtain a Preliminary Inspection at the Transport Authority before being taken to the Island Traffic Authority (Examination Depot) to obtain a Structural Safety Report.