

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 RURAL STAGE CARRIAGE

1. 2 "K1" Forms obtainable at any of the following Transport Authority's 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. "L" Form: Purchase receipt at Tax Administration Jamaica, take receipt and vehicle to Examination Depot.
3. Tax Compliance Certificate (T.C.C.) for owner(s) (obtainable at Tax Administration of Jamaica)
4. Taxpayer Registration Number (TRN). (obtainable at Tax Administration of Jamaica)
5. Proof of Address for owner(s): Utility bill or Proof of Address form (obtainable at the Transport Authority) signed and stamped by a Justice of the Peace verifying the Address.
6. Copy of Owner(s) ID (Drivers Licence/Voter's ID/Passport).
7. Police Certificate (Police Record) **N.B. In the case of a company all Directors should provide a police record**
8. Timetable of proposed route, to be completed by the Transport Authority. Timetable must be signed by the Applicant.
9. Letter of application (stating the route and the need for the service) addressed to the Chairman, Transport Authority. **(119 Maxfield Avenue, Kingston 10).**
10. One Hundred Dollars **(\$100.00)** receipt (obtainable at the Tax Administration Jamaica formally IRD).
11. The original and a photocopy of current Registration Certificate, Certificate of Fitness and Insurance Certificate or Cover Note.
12. Agreement form certified by a Justice of the Peace (J.P.)
13. Declaration Form
14. In the case where the applicant is a company, the company seal must be affixed to the application and a copy of the Memorandum the Association and Certificate of Incorporation.
15. A Fee of **Three Thousand Dollars (\$3,000.00)** per seat and an annual inspection fee of **Ten Thousand Five Hundred Dollars (\$10, 500.00)**. Payment options are as follow:
 - Debit or Credit Cards. Payments can also be made at any
 - Paymaster or Bill Express Locations Island wide
 - National Commercial Bank (N.C.B.) Direct Deposit or E-Banking facility.
 - National Commercial Bank (N.C.B.) vouchers (obtainable at the TA offices)

NB. Applications may be submitted on-line via the Transport Authority portal: www.ta.org.jm. Payment may be made using a Credit or Debit Card, where applicable

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

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.

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

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

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

- ✚ **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.
- ✚ Motor vehicles 20 years and older (buses); and 25 years and older (coaches) should obtain a Preliminary Inspection from the Transport Authority before being taken to the ITA (Examination Depot) to obtain a Structural Safety Report.