

REQUIREMENT SHEET FOR CHANGE OF VEHICLE (PUBLIC/PRIVATE CARRIERS)

1. Change of Vehicle 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. Copy of owner(s) ID (Drivers Licence/Voter's ID/Passport)
4. Taxpayer Registration Number (TRN) obtainable at Tax Administration Jamaica
5. Original road licence or Police Report for lost/stolen road licence.
6. **Vehicle Sold**
 - Copy of Transfer Receipt OR
 - Copy of Certificate of Titles showing transfer
 - Name of Purchaser
 - Contact Number and Address
7. **If not sold**
 - Original Registration Certificate
 - Original Certificate of Fitness
 - Insurance Certificate/Cover Note
1. The total fee payable is **Ten Thousand Five Hundred Dollars (\$10,500.00)**. Payment options are as follow:
 - Debit or Credit Cards.
 - Paymaster or Bill Express Locations island-wide.
 - National Commercial Bank (N.C.B.) Direct Deposit or E-Banking facility

UPON APPROVAL OF THE AMENDMENT, THE FOLLOWING APPLY:

- A text message and email will be sent to the applicant to advise that approval has been granted.
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- The Certificate for the Collector of Taxes will be emailed to the applicant to facilitate the reassignment and transfer of the CC plates (green plates) from the old vehicle to the new one at the Tax Administration of Jamaica (Tax Office).

THE FOLLOWING DOCUMENTS ARE TO BE RETURNED TO THE TRANSPORT AUTHORITY:

- The Certificate to the Collector of Taxes (TA Copy), updated with the CC plate number (green plate)
- Plate receipt

Upon return of these documents, the application will be updated. The applicant will receive a text message and email advising that the sticker is ready to be collected. Once the sticker is collected, the licence will be sent to the email address provided by the applicant.

- ✚ **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.