

**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 RE-APPLICATION (RENEWAL)  
CONTRACT CARRIAGE**

---

1. "K2" Application Form obtainable from any of the following Transport Authority Office:
  - 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, Passport or Voter's ID).
  
4. Taxpayer Registration Number (TRN) obtainable at Tax Administration Jamaica.
  
5. Original Road Licence or Police Report for lost/stolen Road Licence.
  
6. A copy of an existing Contractual Agreement accompanied by a letter from the Contractor addressed to the Transport Authority. The Tax Registration Number (TRN) for the Contractor should be incorporated in the letter provided (where applicable). **N.B.** The existing contract agreement will be verified before payments are accepted.
  
7. All applicants within the Tourism Sector are required to:
  - Letter for re-application from the relevant contractor should include the following for the motor vehicle(s):
    - ❖ Chassis number, engine number, registration number, type of motor vehicle, decal number (if applicable) and origin of operation e.g. Pier or hotel (if applicable)
  
8. In 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.
  
9. Visit the Transport Authority's Inspection site: **Vehicle will be inspected before the payment is made. "Check Sheet" will be completed and submitted with the application.**
  
10. The total fee is **Fifteen Thousand Six Hundred Dollars (\$15,600.00)**. 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.
  - 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](http://www.ta.org.jm). Payment may be made using a Credit or Debit Card, where applicable**

**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.**

**Late renewal (effective June 3, 2019) will attract a fee of Ten Thousand Dollars (\$10,000.00).**

**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.
- ✚ **Motor vehicles 15 years and older (cars); 20 years and older (buses); 25 years and older (coaches) should obtain a Preliminary Inspection at the Transport Authority before being taken to the Examination Depot to obtain a Structural Safety Report.**