

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 HACKNEY CARRIAGE (NEW)

1. K2 Application form obtainable at any of the following Transport Authority Offices.
 - a) 107 Maxfield Avenue, Kingston 10
 - b) Sagicor Industrial Complex, Unit U, Freeport, Montego Bay, St. James
 - c) Lot 26 Caribbean Park, Balmoral Heights, St. Mary
 - d) Shop 48, Caledonia Court Plaza, 29-31 Caledonia Road, Mandeville, Manchester
 - e) St. Margaret's Bay, Portland
 - f) Swansea District, Clarendon
 - g) Barracks Road, Savanna-la-Mar, Westmoreland
 - h) Main Street Linstead, St. Catherine.

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 (**original must be submitted to the Transport Authority's Office**)

4. Copy of owner(s) ID (Drivers Licence/Voter's ID/Passport)

5. Police Certificate (Police Record) or Police Record Receipt.

N.B. In the case of a company all Directors should provide a police record.

 - **If there are multiple applicants, each individual must submit a police record.**
 - **If a Police Record receipt is submitted at the time of the application, the original Police Certificate (Police Record) must be submitted for the road licence to be delivered to the customer.**

6. **In the case of a company, a seal must be affixed to the application form. Memorandum and Articles of Association and the Certificate of Incorporation must be attached.**

7. Proof of Address: (Utility Bill, (light/water/internet) or Proof of Address form (obtainable at the Transport Authority) signed and stamped by a Justice of the Peace Verifying the Address).

8. The total fee is **Fifteen Thousand Dollars (15,000.00)**.
 - Debit or Credit Cards. Payments can be made at any
 - Payments can be made at any Paymaster or Bill Express Locations Island wide.
 - National Commercial Bank (N.C.B) Direct Deposit or E-Banking Facility





9. Active E-mail Address

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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 (yellow & black colour code) and ‘taxi’ globe should be affixed to the motor vehicle before inspection is conducted at the respective pounds.

-  Letter 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

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



FOR COLLECTION OF ALL STICKERS, THE FOLLOWING APPLY:

APPLICANT – Owners Identification (Passport, Voter’s ID, Drivers Licence), Transport Authority’s **original** Receipt. If a Passport or Voter’s ID is being used to collect, it should be accompanied by the customers TRN.

BEARER – Bearer’s ID (Passport, Voter’s ID, or Driver’s Licence), authorization letter signed & stamped by a Justice of the Peace and the Transport Authority’s **original** receipt. (If a Passport or Voter’s ID is being used to collect, the customers TRN should accompany it.)

IN THE CASE OF A COMPANY: A letter signed & stamped by the authorized personnel from the company, Bearers ID & Transport Authority’s receipt. (If a Passport or Voter’s ID is being used to collect, it should be accompanied by the Bearer’s TRN.)

Once the sticker is delivered, a digital road 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.
-  **Any age vehicle may be accepted for an application with the condition that a Structural Safety Report will be required for vehicles 15 years and over. Motor vehicles 15 years and over should seek a Preliminary Inspection at the Transport Authority before going to the Examination Depot to conduct a Structural Safety Report.**