

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 CONTRACT CARRIAGE

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1. "K2" Application Form obtainable from the Transport Authority website ([www.ta.org.jm](http://www.ta.org.jm)) or any of the following Transport Authority Office:
  - a. 119 and 107 Maxfield Avenue, Kingston 10
  - b. King Street, Linstead, St. Catherine
  - c. Sagicor Complex, Unit U, Freeport Montego Bay, St. James
  - d. Shop 48 Caledonia Court Plaza, 29-31, Caledonia Road, Mandeville, Manchester
  - e. 26 Caribbean Park, Balmoral Heights, St. Mary
  - f. St. Margaret's Bay, Portland
  - g. Swansea District, Clarendon
  - h. 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. An active Email Address
4. 'L' Form: Purchase receipt at Tax Administration Jamaica and take receipt and vehicle to Examination Depot
5. Copy of Owner(s) ID (Driver's Licence/Voter's ID/Passport). Where a copy is of the ID is provided, same should be certified by a Justice of the Peace.
6. Taxpayer Registration Number (TRN) for owner(s) obtainable at Tax Administration Jamaica.
7. Police Certificate (Police Record) **N.B. In the case of a company all Directors should provide a police record**
8. Tax Compliance Certificate (T.C.C.) for owner(s) (obtainable at Tax Administration of Jamaica)
9. A copy of an existing Contractual Agreement accompanied by a letter from the issuing body addressed to the Transport Authority.
10. All applicants within the Tourism Sector are required to:
  - Letter for 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)
11. In case of a company, the Company seal or stamp must be affixed to the application form. The Memorandum and Articles of Association and the Certificate of Incorporation must be attached.
12. Proof of Address for owner(s): Utility Bill or Proof of Address form (obtainable on the Transport Authority website and at Transport Authority office) signed and stamped by a Justice of the Peace verifying the Address.

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13. The total fee is **Sixteen Thousand Six Hundred Dollars (\$16,600.00)**. Payment options are as follows:

- Debit or Credit Card
- Paymaster or Bill Express Locations Island wide
- National Commercial Bank (N.C.B.) Direct Deposit or E-Banking facility.

**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 Visa or Mastercard Credit or Debit Card, where applicable. COURIER SERVICE CAN ALSO BE UTILIZED.**

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

**UPON APPROVAL OF THE NEW APPLICATIONS, THE FOLLOWING APPLY:**

- A text message and email will be sent to the applicant to advise that approval has been granted.
- The Certificate to the Collector of Taxes/ Insurance Company will be emailed to the applicant for the purchase of the PPV plates (red plates) at the Tax Administration of Jamaica (Tax Office).

Applicant should take along the original payment receipt at the nearest Transport Authority authorized location for the inspection of the motor vehicle.

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

- The Certificate to the Collector of Taxes (TA Copy), updated with PPV plate number (red plate)
- Plate receipt
- PPV Insurance Certificate or Cover Note
- Tracking Letter
- Vehicle Inspection Check Sheet
- Current Transport Authority’s Driver’s Badge

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.

**FOR COLLECTION OF ALL STICKERS, THE FOLLOWING APPLY:**

**APPLICANT** – Owner’s Identification (Passport, Voter’s ID, Driver’s Licence)

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

**IN THE CASE OF A COMPANY:** A letter signed & stamped by the authorized personnel from the company and Bearer’s ID

- **Refunds: Where applicable, a request for refund must be submitted within one (1) year 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 ITA (Examination Depot) to obtain a Structural Safety Report.**