



REQUIREMENT SHEET FOR PRIVATE AND PUBLIC CARRIER'S NEW/RE-APPLICATION

1. "Q" Application Form obtainable from the Transport Authority website (www.ta.org.jm) or any of the following Transport Authority Office:
 - a. 107 and 119 Maxfield Avenue, Kingston 10
 - b. King Street, Linstead, St. Catherine
 - c. Sagicor Industrial Complex, Unit U, Freeport, Montego Bay, St. James
 - d. Lot 26 Caribbean Park, Balmoral Heights, St. Mary
 - e. Shop 48, Caledonia Court Plaza, 29-31 Caledonia Road, Mandeville, Manchester
 - 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. 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.
5. Taxpayer Registration Number (TRN) obtainable at Tax Administration Jamaica.
6. In the case of a company, the Company seal or stamp must be affixed to the application form.
7. An application or re-application fee totalling **Fourteen Thousand Dollars (\$14,000.00)**. **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. Payment may be made using a Visa or Mastercard Credit or Debit Card, where applicable.

Late renewal will attract a fee of Ten Thousand Dollars (\$10,000.00) after March 31st.

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

COURIER SERVICE CAN ALSO BE UTILIZED.

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 Certificates will be emailed to the applicant for the purchase of the CC plates (green plates) 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 one (1) year of the application date. The non-refundable application fee will be deducted from the amount refundable.**