

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 ROUTE TAXI

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1. K1 Application form obtainable from the Transport Authority website ([www.ta.org.jm](http://www.ta.org.jm)) or any of the following Transport Authority Offices:
  - a. 107 and 119 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 NoteThe Route Taxi Association should stamp 'Original Seen' on the photocopied documents.
3. An active Email Account
4. 'L' Form: Purchase receipt at Tax Office, take receipt and vehicle to Examination Depot.
5. 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). Obtainable at Tax Administration of Jamaica.
7. In the 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.
8. Police Certificate (Police Record) **N.B. In the case of a company all Directors should provide a police record**
9. A recommendation must be obtained from one of the following:
  - a. Justice of the Peace in the area in which the applicant resides
  - b. Principal
  - c. Superintendent or Inspector of Police
  - d. Minister of Religion
10. Proof of Address: Utility Bill or Proof of Address form (obtainable on the Transport Authority website or at Transport Authority) signed and stamped by a Justice of the Peace verifying the Address.
11. The total fee payable is **Fifteen Thousand Dollars (\$15,000.00)**. Payment option is as follow:
  - Paymaster or Bill Express Locations island-wide
  - **Visa or Mastercard Credit or Debit Card (online applications)**

**Application is submitted through the respective Route Taxi Association.**

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

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

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

**N.B. The streak (black & white colour code) and ‘taxi’ globe should be affixed to the motor vehicle before inspection is conducted at the respective pounds.**

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 road licence will be emailed to the Taxi Association and to the email address provided by the customer.

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

**TAXI ASSOCIATION** – Association Representative Identification (Passport, Voter’s ID, Driver’s Licence)

**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, Bearer’s ID.

**A letter of authorization from the Route Taxi Association with stamp affixed should accompany all other requisite documents for collection of stickers.**

- **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 should obtain a Preliminary Inspection at the Transport Authority before being taken to the Island Traffic Authority (Examination Depot) to obtain a Structural Safety Report.**