

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)

ROUTE TAXI

1. K1 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 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

The Route Taxi Association should stamp 'Original Seen' on the photocopied documents.

3. An active Email Account
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. The Memorandum and Articles of Association and the Certificate of Incorporation must be attached.
7. Visit the Transport Authority's Inspection site: All motor vehicle should be affixed with the checkered colour coded strip and globe before proceeding to the inspection site. **Vehicle will be inspected before the payment is made. "Check Sheet" will be completed and submitted with the application.**
8. The Re-Application Fee is **Twelve Thousand Dollars (\$12,000.00)**. Payment options are as follows:
 - Paymaster or Bill Express Locations island-wide
 - **Visa or Mastercard Credit or Debit Card (online applications)**

Application is submitted through the respective Taxi Association.

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

COURIER SERVICE CAN ALSO BE UTILIZED.

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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 and 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.

NB. Once the sticker is collected, the road licence will be emailed to the Taxi Association and 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.**
- **Motor vehicles 15 years and older (motor cars); and 20 years and older (buses) should obtain a Preliminary Inspection from the Transport Authority before being taken to the ITA (Examination Depot) to obtain a Structural Safety Report.**