

REQUIREMENT FOR ADDITION/REMOVAL OF NAMES

Holders of Road Licences may apply to the Transport Authority to modify the names (i.e. addition/deletion) on their road licence, once the road licence has been in-force for one (1) year. If this current request for amendment is approved, no further modification to names (i.e. addition/deletion) will be accommodated until one (1) year after the amended date of the road licence. In order to submit such an application, he/she/or an authorized individual must submit the following requirements:

1. Complete and sign the prescribed ***addition/removal of names letter request form***. ***The form must be signed by the person to be added/removed and should be witnessed by a Justice of the Peace (JP). The JP must also complete the appropriate section of the certification form.***
2. Original and photocopy of Identification (Passport, Voter's ID or Driver's Licence) and Tax Registration Number (TRN) for **all parties**.
3. Proof of Address: Utility Bill or Proof of Address form (obtainable at Transport Authority) signed and stamped by a Justice of the Peace verifying the address for **all parties involved**.
4. Police Report (must be submitted for applicant being added to the road licence)
5. The original and photocopy of current (**In the case that the current motor vehicle is being used, no amendment should be made to the ownership of the motor vehicle until approval is granted**)
 - a) Registration Certificate
 - b) Certificate of Fitness
 - c) Insurance Certificate/Cover Note
6. Original Road Licence (a copy is made and the original is returned to applicant)

NB. Where a person is acting on behalf of an applicant, an original power of attorney should be presented. The power of attorney should be duly registered and stamped by the relevant government department/agency.

7. **A non-refundable fee of Five Thousand Dollars (\$5,000.00)**. Payment options are as follow:
 - Debit or Credit Cards.
 - Paymaster or Bill Express Locations Island wide
 - National Commercial Bank (N.C.B.) Direct Deposit or E-Banking facility.
 - National Commercial Bank (N.C.B.) vouchers (obtainable at the TA offices)
- ❖ All applications for requests must be vetted (Licensing Supervisor or Licensing Clerk) before submission.
- ❖ Once the requisite documents are submitted and the standard requirements are met, the applicant will be contacted and advised of a scheduled interview.

(SEE REVERSE)

N.B. If the change of name involves a new vehicle; a change of vehicle form must be completed.

IF APPROVAL IS GRANTED:

The following must be submitted for the application to be processed:

8. **'L' Form:** Purchase receipt at the Tax Administration Jamaica Office, take receipt and motor vehicle to Examination Depot.
9. Original Road Licence
10. In the case of a company, the company seal/stamp must be affixed to the form.
11. Applicant is required to pay the fee to reprint that licence type if the motor vehicle is the same. However, if the vehicle is changed, then a Change of Vehicle fee is applicable for a current road licence. If the road licence is expired, then a renewal fee is applicable.