



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

1. "Q" Application Form obtainable from any of the following Transport Authority Office:
 - a. 119 Maxfield Avenue, Kingston 10
 - b. Sagicor Industrial Complex, Unit U, Freeport, Montego Bay, St. James
 - c. Lot 26 Caribbean Park, Balmoral Heights, St. Mary
 - d. Shop 48, Caledonia Court Plaza, 29-31 Caledonia Road, Mandeville, Manchester
 - e. St. Margaret's Bay, Portland
 - f. Swansea District, Clarendon
 - g. 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. Copy of owner(s) ID (Drivers Licence/Voter's ID/Passport)
4. Taxpayer Registration Number (TRN) obtainable at Tax Administration Jamaica.
5. Original Road Licence or Police Report for lost/stolen Road Licence. (For renewal)
6. In the case of a company, the company seal must be affixed to the application.
7. An application or re-application fee totaling **Fourteen Thousand Dollars (\$14,000.00)**. **Payment options are as follows:**
 - Debit or Credit Cards. Payments can also be made at any
 - 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)

FOR COLLECTION OF ALL ROAD LICENCES/CERTIFICATES, THE FOLLOWING APPLY:

APPLICANT – Owners Identification (Passport, Voter's ID, Drivers Licence), Transport Authority's **original** Receipt.

BEARER – Bearer's ID (Passport, Voter's ID, Driver's Licence), authorization letter signed & stamped by a Justice of the Peace and the Transport Authority's **original** receipt.

IN THE CASE OF A COMPANY: A letter signed & stamped by the authorized personnel from the company, Bearers ID & Transport Authority's receipt.

- ✚ **Refunds:** Where applicable, a request for refund must be submitted within two (2) years of the application date. The non-refundable application fee will be deducted from the amount refundable.