

REQUIREMENT SHEET FOR CHANGE OF VEHICLE (PUBLIC/PRIVATE CARRIERS)

1. Change of Vehicle Application form obtainable any of the following Transport Authority Offices:
 - a. 119 Maxfield Avenue, Kingston 10
 - b. Sagicor Complex, Unit U, Freeport Montego Bay, St. James
 - c. Shop 48 Caledonia Court Plaza, 29-31, Caledonia Road, Mandeville, Manchester
 - d. 26 Caribbean Park, Balmoral Heights, St. Mary
 - 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.
 6. **Vehicle Sold**
 - Copy of Transfer Receipt OR
 - Copy of Certificate of Titles showing transfer
 - Name of Purchaser
 - Contact Number and Address
 7. **If not sold**
 - Original Registration Certificate
 - Original Certificate of Fitness
 - Insurance Certificate/Cover Note
1. The total fee payable is **Seven Thousand Seven Hundred Dollars (\$7,700.00)**. 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)

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, National ID, Drivers 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.**