



REQUIREMENTS FOR DRIVER AND CONDUCTOR BADGES

RENEWAL APPLICATIONS

The wearing of Driver and Conductor badges is a requirement under sections 124,125,126 and 127 of the Road Traffic Regulations and section 22 of the Road Traffic (Taxis and Contract Cars) Regulations. Drivers and Conductors should therefore ensure that they obtain their badges and have them visible at all times while operating.

HOW TO OBTAIN A DRIVER/CONDUCTOR BADGE

1. Applicant must be:
 - Twenty-one (21) years & over
 - Able to read and write
2. Applicants must submit a recommendation from the President of their Taxi Association or from a Justice of the Peace.
3. Proof of Address (**A proof of address does not have to be submitted, if the Applicant's address was included in the recommendation from the Justice of the Peace or Taxi Association President.**)
4. Original Police Record or Police Record Receipt*
5. Copy of Driver's License (both sides)
6. Copy of Tax Registration Number (T.R.N.)

Updated: February 2021

PROCESS FLOW

Follow the procedure below to apply for a badge

1. Checks made at the Transport Authority for outstanding traffic tickets.
2. Applicant pays a non-refundable fee of \$500 and collects an application form at the Transport Authority's offices.
3. Applicant proceeds to the Tax Administration Jamaica and purchase a receipt to obtain Police Record.
4. Applicant in the KMTR takes the receipts to The Criminal Investigation Branch at 34 Duke Street, Kingston for finger-prints to be taken.
5. Applicant outside the Corporate Area, takes the receipt to Summit Police Station, in Montego Bay, St James or Area 2 Headquarters, or Pompano Bay Tower Isle, St Mary or May Pen Divisional Headquarters.
6. Applicant collects Police Record on the date indicated on the finger-print receipt and submits to the Transport Authority or in the case of the provisional badge, the payment receipt for the finger print will be accepted (Note: after applicant visits the Criminal Investigation Branch, 34 Duke Street) along with the following:
 - Two (2) passport-sized photographs certified within the last six (6) Months
 - Two (2) recommendations
 - Copy of Driver's License (both sides)
 - Copy of Tax Registration Number (T.R.N.)
7. Applicant pays \$1500 to the cashier for training.
8. Applicant completes application form for training programme and submits same.
9. After the completion of the training, applicant submits training certificate to the ID Centre.
10. A Reading test will be administered by the Licensing Officer/Supervisor
11. Applicant pays additional \$1000 to cashier for processing of badge.
12. Applicant who submitted the original police record will be issued with a two (2) years badge.
13. Applicant who had submitted a receipt from the criminal investigation branch will be issued with a provisional badge which last for six (6) months.
14. Applicant photograph is taken
15. Applicant signs signature pad
16. Badge is printed and issue to applicant.

***NB. Applicants MUST submit the original police record before the six (6) months' badge expires, in order for a new badge to be printed and issued, for the additional period of one year and six months. The final approval of any badge is contingent on the applicant submitting an acceptable Police Record to the Transport Authority.**