



**TRANSPORT AUTHORITY
REQUIREMENT SHEET FOR
OBTAINING A DRIVER'S/CONDUCTOR'S BADGE**

1. Applicant must be:-
 - a) **TWENTY-ONE YEARS & OVER**
 - b) **ABLE TO READ AND WRITE**

 2. Two passport – size photographs certified within the last six (6) months by:
 - a) Superintendent of Police or Inspector of Police
 - b) Minister of Religion
 - c) Justice of the Peace

 3. Two Recommendations from either the Superintendent of Police or Inspector of Police or from Minister of Religion or the Justice of the Peace
- N:B The Recommendation must state whether the applicant is *a (bona fide resident of the address given)*.
4. Copy of Driver's Licence (**BOTH SIDES**)
 5. Copy of Tax Registration Number (T.R.N.)



PROCESS FLOW - REGIONAL OFFICE

1. Pick up requirement sheet from the Transport Authority's Offices or Taxi Association Office.
2. Two passport size photographs to be signed by one of the persons providing the recommendation.
3. Two recommendations.
4. Proceed to pay processing fee for criminal records at any Tax Administration Department (formally Inland Revenue Department).
5. Obtain a receipt
6. Persons outside the Corporate Area should take the receipt to Summit Police Station, Montego Bay, St. James or Area 2 Headquarters, or Pompano Bay Tower Isle, St. Mary or may Pen Divisional Headquarters.
7. Collect Police Record on the date indicated on the finger-print receipt.
8. Take Police Record along with all other requirements to the Regional Offices.
9. Reading test will be administered by Processing Officer.
10. Successful applicant is required to pay One Thousand Five Dollars (\$1,000.00). Payment is to be made to the cashier at the Transport Authority Office.
11. Applicant's photograph taken.
12. Applicant signs signature pad.
13. Photograph and signature captured at Head Office.
14. Badge Printed.
15. Badge Issued

