

NB - Section 124, 125, 126 and 127 of the Road Traffic Regulations and section 22 of the Road traffic (Taxis and Contract Cars) Regulations requires “that any person who operates a PPV either as a Driver or Conductor MUST have a badge.”



REQUIREMENT SHEET FOR HACKNEY CARRIAGE (NEW)

1. K2 Application form obtainable at any of the following Transport Authority Offices.
 - (a) 119 Maxfield Avenue, Kingston 10
 - (b) LOJ Industrial Complex, Unit U, Montego Bay Freeport, St. James
 - (c) Shop # 48 Caledonia Court Plaza, 29-37 Caledonia Road, Mandeville, Manchester
 - (d) 26 Caribbean Park, Balmoral Heights, St. Mary
2. The original and photocopy of **current**
 - (a) Registration Certificate
 - (b) Certificate of Fitness
 - (c) Insurance Certificate/Cover Note
3. 'L' Form: Purchase receipt at Tax Office, take receipt and vehicle to Examination Depot
4. Copy of owner(s) ID (Drivers Licence/National Identification/Passport)
5. Police Record receipt or Police Certificate (Police Record) or Fire Arm Licence for the owner(s)) **N.B. In the case of a company all Directors should provide a police record**
6. In the case of a company a seal must be affixed to the application form. Memorandum and Articles of Association and the Certificate of Incorporation must be attached.
7. Proof of Address :(Utility Bill or proof of address form (obtainable at the Transport Authority) signed and stamped by a Justice of the Peace Verifying the Address).
8. The total fee is **Fifteen Thousand Dollars (\$15,000.00)** and is payable at the Head Office by Cash, Debit or Credit Cards. Payments can be made at the Transport Authority's Head Office, Regional Offices or at any Paymaster Location Island wide. All payments for Regional Offices must be done by voucher at any National Commercial Bank (N.C.B.) obtainable at the TA offices, or make payments by debit or credit card/NCB online banking.

N.B. PAYMENTS SHOULD BE MADE AFTER ALL REQUIREMENTS ARE MET FOR APPLYING FOR A ROAD LICENCE

UPON APPROVAL OF THE ROAD LICENCE THE TA WILL ISSUE THE FOLLOWING TO THE APPLICANT FOR COMPLETION:

N.B. The streak (yellow & black colour code) should be affixed to the motor vehicle before inspection is conducted at the respective pounds.

-  Certificate to the Collector of Taxes
-  Transport Authority Inspection Sheet
-  Letter to insurance company for proof of PPV
-  Current Driver's Badge

Upon return of these documents to the authority, the road licence will be prepared.

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

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

BEARER – Bearer's ID (Passport, National 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.

NB - Section 124, 125, 126 and 127 of the Road Traffic Regulations and section 22 of the Road traffic (Taxis and Contract Cars) Regulations requires “that any person who operates a PPV either as a Driver or Conductor MUST have a badge.”

- ✚ 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.*
- ✚ Vehicles up to 20 years will be accepted; however a Structural Safety Report will be required for vehicles 15 years and over. Motor vehicles 15 years and over should seek a Preliminary Inspection at the Transport Authority before going to the Examination Depot to conduct a Structural Safety Report.