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மோட்டார் போக்குவரத்துத் திணைக்களம்
DEPARTMENT OF MOTOR TRAFFIC



ත. ස. අංක 533 - 341, අල්විගල මාවත, කොළඹ 05.
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2007 වෛර සේවා ව්‍යුහයට පරිමාණ
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මගේ අංකය
எனது இல.
My No.

DMT/H/IT/AC/NewDL Vol V

ඔබේ අංකය
உமது இல.
Your No.

2011.11.18
Date

Handwritten signature and initials

Secretary
Ministry of Foreign Affairs
Colombo 01

Issuance of Driving Licence for Sri Lankans Abroad

We receive many enquiries from Sri Lankan missions as well as Sri Lankans who live abroad about the obtaining of Driving Licences. Hence we issue these instructions further to the instructions issued by me in my previous letters DMT/COM/31/New DL on 16.09.2009 and DMT/COM/31/New DL on 20.11.2009.

2. Copies of the letters DMT/COM/31/New DL on 16.09.2009 and DMT/COM/31/New DL on 20.11.2009 with their annexures are attached in this letter for easy reference.
3. We would like to re-iterate that Renewal of Driving Licence, Issuance a copy (duplicate) of the Driving Licence in case of lost or damaged and change of personal details (name or address) of a Driving Licence can only be entertained through this service. Applicants should personally come to Werahera Driving Licence branch or to any District office of the Department of Motor Traffic in case of obtaining a new Driving Licence or Upgrading the Driving Licence for other vehicle classes.
4. The levies specified in the paragraph V of my letter DMT/COM/31/ New DL on 16.09.2009 are revised as follows;
 - i. US\$ 115 – Duplicate Licence, Change of Personal Details, Renewal before the end of expiry date of the Licence
 - ii. US\$ 10 – Late fee per annum for Renewal of Driving Licence
(Ex. Expiry date of DL – 2011.10.01
Applying date for Renewal – 2011.11.01
Charges = US\$ 115+10 = US\$ 125

Expiry date of DL – 2011.10.01
Applying date for renewal – 2012. 10.02
Charges = US\$115+10+10 = US\$135)

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සාමාන්‍යාධිකාරී
Commissioner General

0112698717

ෆැක්ස්/විද්‍යාගාරකයන් /Fax

0112694338

සාමාන්‍ය
Office

0112694331-6

අතිරේක සාමාන්‍යාධිකාරී
Additional Commissioner

0112675027

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தந்திரி } போக்குவரத்து
Telegrams } MOTORS

පරිපාලන නිලධාරී
Administrative Officer

0112674916

E-mail : comm@motortraffic.gov.lk
Web : www.motortraffic.gov.lk



5. The Inkpads that is used to capture fingerprints should be specifically designed to fingerprints capturing purpose. There are many commercial products available for fingerprint capturing. General-purpose ink may cause to reject applications due to lower quality fingerprints.
6. For the easy understanding of the officers in Sri Lankan missions abroad the requirements for each service are listed here again;
 - a. **Renewal of Driving Licence** – Dully filled MTA 30/2 OFFLINE application, Current Driving Licence issued by Department of Motor Traffic, Medical Certificate, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), Receipt of the payment made to the Sri Lankan mission.
 - b. **Duplicate of a Driving Licence** – This service cannot be delivered for Dully filled MTA 30/2 OFFLINE application, Copy of the complain made to the police station of the applicants resident city or the DL that is deformed or blurred, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), It is mandatory to mention the DL number or NIC number to trace back the details in the computer system, Medical Certificate is compulsory for heavy vehicle (i.e. Motor Coach, Motor Lorry etc.) Licences but optional for light vehicle licences, Receipt of the payment made to the Sri Lankan mission.
 - c. **Change of Personal Details of a Driving Licence** – Dully filled MTA 30/2 OFFLINE application, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), Evidence documents relates to the change made; i.e. Birth Certificate, Marriage Certificate, Divorce certificate etc for name change and Resident certificate for address change, Receipt of the payment made to the Sri Lankan mission.

It is very much appreciated if you would disseminate this information among all the Sri Lankan missions abroad.



B.D.L. Dharmapriya
Commissioner General of Motor Traffic

DMT/COM/31/New DL

2009.11. 20

Secretary
Ministry of Foreign Affairs
Colombo 01

Issuance of Driving Licence for Sri Lankans Abroad

This is further to my even numbered letter on 11 September 2009.

2. I have enclosed here the instruction manual to be used with Driving Licence Offline Application (MTA 30/2 OFFLINE). It explains how each section of the application should be filled, requirements for photographs and finger prints and rules relating to each type of transactions. Please note some of the sections of the application and rules do not applicable to applicants living abroad but it has been included in the manual for your information.
3. List of Four Digit Codes of Divisional Secretariats (DS Code) is also attached to this letter which should be written on block B-6.
4. The medical certificates should only be obtained them from the Medical Institute/ Institutes determined by respective foreign missions of Sri Lanka and the same should be certified by the Sri Lankan Embassy.
5. Please note that if applications are not filled properly according to the instructions given, it will be difficulty in optical character reading scanning. Department is not undertaking the responsibility of returning back applications with incorrect, insufficient or missing information.
6. Please disseminate this user manual and List of DS Code among all foreign missions of Sri Lanka and your cooperation in this regard is appreciated.


B. Wijyaratne
Commissioner General of Motor Traffic

Copies:

- | | |
|--|------------------------|
| 1. Secretary , Ministry of Transport | - for kind information |
| 2. Additional Commissioner (Admin) | - for information |
| 3. Deputy Commissioner (Driving Licence) | - for information |



DMT/COM/31/New D. L.

11.09.2009

Secretary,
Ministry of Foreign Affairs,
Colombo 01.

Issuance of Driving License for Sri Lankans in Abroad

The Department of Motor Traffic has introduced the new Smart Card driving license with effect from 27th March, 2009 as per the provisions of the Motor Traffic (Amendment) Act No. 08 of 2009.

Accordingly, Smart Card driving licenses are being issued in two ways; a) Online system and; b) Offline system. At the moment, online system is confined to the Werahara Driving License office. Offline system is in operation in the district offices of this Department and they will be converted into the online system within this year.

In case of online issue, the applicant has to come to the Driving License Office located at Werahara personally as there is no form filling exercise and no acceptance of photographs taken by the studios. And also finger print and the digital signature of the applicant are taken by the software solution adopted.

In the circumstances, we are receiving many representatives from the relatives in the country on behalf of their relatives residing abroad and also from the Sri Lankans in abroad with the view to renewing or obtaining duplicate driving licenses.

Taking these grievances into account, we have decided to offer and maintain the offline solution so that to renew or issue duplicate driving licenses for Sri Lankans in abroad. In this effect, the Ministry of Foreign Affairs could obtain offline application from this Department.

In the issuance of Smart Card driving licenses for Sri Lankans in abroad, following procedure would be in place and followed.

- I. The offline application should be clearly filled in English block letters within the cages in black ink.
- II. In respect of Part C of the offline application, the details of the Medical Certificate should be mentioned. Acceptance of Medical Institute for this purpose could be decided by the Sri Lankan Embassy as instructed by my previous letter on the acceptance of Medical Certificates. Applicant's blood group should be included in the Medical Certificate and it should be sent along with the application.

- III. In reference to the Part E of the application, a black and white or coloured photograph could be pasted and in case of black and white photographs, the background of the photograph should be in white. The finger print should be taken by using Finger Print Ink with Ceramic Pad.
- IV. The duly filled application should be authorized by an officer not below than Second Secretary. Certified photocopies of current Driving License, National Identity Card or valid Passport and Visa should also be sent along with the application. The documents annexed to the applications should not be pinned or stapled as they would be used for scanning as there will be no physical file maintenance system in respect of new driving licenses. Therefore each set of applications should be sent by a separate docket giving no room to interchange or misplace the documents and photographs etc.
- V. The perfected offline application should be sent to the Foreign Ministry by the overseas mission and the Foreign Ministry will submit them directly to the Werahara Driving License Branch of this Department. The driving license levy should be sent to the Department of Motor Traffic by the Ministry of Foreign Affairs. The levies currently in force are as follows;

Renewal of driving license	Rs.
a) For a period of 03 years	2020.00
b) For a period of 03 years including an expired period of 03 years	2320.00
c) For a period of 03 years including two expired periods of 03 years	2620.00

The driving licenses will be sent to the Foreign Ministry and subsequently they could be dispatched to the respective Sri Lankan Embassies of respective countries.

I request you to disseminate these instructions to all Sri Lankan Missions in abroad.

o/c
16/09/2009
WV

B. Wijayaratne
Commissioner General of Motor Traffic

Copy :

- 01. Secretary, Ministry of Transport. - for kind information
- 02. Additional Commissioner (Admin.) - for kind information
- 03. Deputy Commissioner (Driving License)- for kind information
- 04. Chief Accountant (DMT) - for kind information

AS/1/50m MB

⑦

**HOW TO FILL OUT THE
OFFLINE
APPLICATION
FORM**

**FOR A NEW DRIVING LICENCE
CARD**



SRI LANKA

**DEPARTMENT OF MOTOR
TRAFFIC - SRI LANKA**

Motor Traffic Act Chapter 203 Section 124, 126(1), 128(1)



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1. How To Fill Out The Application Form

The instructions below are applicable only to Offline Application Process.

This Manual will guide you through the questions of the different sections on the application form.

Please read these instructions carefully.

All sections should be answered in **ENGLISH**.

Fill in all fields in capital letters - **BLOCK LETTERS**.

Use **BLACK** ink to fill out the form.

This form will be scanned afterwards so please ensure that you write within the **BOX WITHOUT TOUCHING THE BOUNDARIES**.

If a selection should be made, please use an "**X**" to mark the appropriate box.

Foreign applicants will not be able to apply using the offline form.

2. Application For

Select Application

Application for:
(Tick the appropriate box)

New

Extend

Renewal

Duplicate

Conversion

Change of
Particulars

Extension
(Public Transport)

1. A selection must be made using an "X".
2. RULES for Applications:
 - a. NEW APPLICATION – *Refer to Page 16.*
 - b. EXTEND APPLICATION – *Refer to Page 17.*
 - c. RENEWAL – *Refer to Page 18.*
 - d. DUPLICATE – *Refer to Page 19.*
 - e. CONVERSION – *Refer to Page 20.*
 - f. CHANGE OF PARTICULARS – *Refer to Page 21.*
 - g. EXTEND (PUBLIC TRANSPORT) – *Refer to Page 22.*
3. An applicant can apply for more than one transaction at the same time, with possible transaction combinations consisting of:
 - a. Conversion and Extend
 - b. Conversion and Extension Public Transport
 - c. Renewal and Change of Particulars
 - d. Extend and Change of Particulars
 - e. Extension Public Transport and Change of Particulars

3. Section A

Personal Details

A PERSONAL DETAILS (ALL TRANSACTIONS)	
1 ID Type <small>(Tick the appropriate box)</small>	<input type="checkbox"/> NIC <input type="checkbox"/> Sri Lanka Passport
2 ID/Passport Number	<input type="text"/>
3 Surname	<input type="text"/>
4 First Names	<input type="text"/> <input type="text"/> <input type="text"/>
5 Sex <small>(Tick the appropriate box)</small>	<input type="checkbox"/> Male <input type="checkbox"/> Female
6 Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>Y Y Y Y M D</small>
7 Age	<input type="text"/>

- ID TYPE:** NIC / Sri Lanka Passport option, please use an "X" to make a selection.
If NIC was marked, please enter ID Number below.
If Sri Lanka Passport was marked, please enter Passport Number below.
- ID/PASSPORT NUMBER:** Write down the ID number of Passport Number depending on the selection made in number 1.
- SURNAME:** Write down the Surname.
- FIRST NAMES:** Write down the First Names, if more than one first name, leave a block open between the names.
- SEX:** Male / Female option, please use "X" to make a selection.
- DATE OF BIRTH:** The date of birth is filled as YYYY / MM / DD as shown in the birth certificate. Proof of date of birth is to be attached. **Refer to Rules on Page 16 concerning documents to be attached and Age Restrictions.**
- AGE:** Write down the age using numbers i.e.

4. Section B

Additional Personal Details

B ADDITIONAL PERSONAL DETAILS (ALL TRANSACTIONS)	
1 Height	<input type="text"/> ft. <input type="text"/> <input type="text"/> inch
2 Blood Group	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3 Organ Donor	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Tick the appropriate box)</small>
4 Permanent Address	<input type="text"/> <small>(Address to where the card will be posted)</small>
5 Phone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6 Divisional Secretariat	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Four Digit Code
7 Driver Restrictions	<input type="checkbox"/> None <input type="checkbox"/> Corrective Lenses <input type="checkbox"/> Artificial Limb <small>(Tick the appropriate box where applicable)</small>

- HEIGHT:** F (Feet) – Inch (Inches) – Write down the height using numbers i.e. 5 - 2 0
HEIGHT RULES:
The height requirements are at least 5 ft for classes D, DE, C1, C and CE and for all other classes 4ft and 10 inches.
- BLOOD GROUP:** Write down blood group using Alpha characters i.e. A +.
- ORGAN DONOR:** Yes / No option, please use an "X" to make a selection.
- PERMANENT ADDRESS:** Mandatory - Write down Address where the card should be posted to and separating words with a space.
- PHONE NUMBER:** Optional - Write down Telephone No. with area code.
- DIVISIONAL SECRETARIAT:** Write down Four Digit Code.
- DRIVER RESTRICTIONS:** None / Corrective Lenses / Artificial Limb options, please use "X" to make a selection.

5. Section C

*NTMI Medical, *Police, Old Licence and *Gama Niladari Certificate Details

C *NTMI MEDICAL, *POLICE, OLD LICENCE AND *GRAMA NILADARI CERTIFICATE DETAIL (* May not be older than 6 (six) months)	
1 Date of NTMI Medical Certificate (<i>EXTEND, RENEW & EXTEND PT</i>)	<input type="text"/> / <input type="text"/> / <input type="text"/> Y Y Y Y / M M / D D
2 NTMI Medical Certificate Number (<i>EXTEND, RENEW & EXTEND PT</i>)	<input type="text"/>
3 Date of Police Report (<i>DUPLICATE</i>)	<input type="text"/> / <input type="text"/> / <input type="text"/> Y Y Y Y / M M / D D
4 Police Station (<i>DUPLICATE</i>)	<input type="text"/>
5 Old Driving Licence Number (<i>CONVERSION</i>)	<input type="text"/>
6 Issue Date (<i>CONVERSION</i>)	<input type="text"/> / <input type="text"/> / <input type="text"/> 7 Expiry Date (<i>CONVERSION</i>)
	<input type="text"/> / <input type="text"/> / <input type="text"/> Y Y / M M / D D
8 Gama Niladan Certificate Number (<i>CHANGE OF PARTICULARS</i>)	<input type="text"/>

1. **DATE OF NTMI MEDICAL CERTIFICATE:** The date of NTMI Medical Certificate is filled as YYYY / MM / DD as shown on the certificate. Proof of NTMI MEDICAL CERTIFICATE is to be attached. **Refer to Rules on Page 16 concerning documents to be attached.**

2. **NTMI MEDICAL CERTIFICATE NUMBER:** Write down the number as shown on the certificate.

NTMI MEDICAL CERTIFICATE RULES:

- ◆ The NTMI Medical Certificate may not be older than 6 months.
- ◆ Only required for the following applications:
Extend – Commercial Classes
Renew – Commercial Classes
Extend Public Transport

3. **DATE OF POLICE REPORT:** The date of Police Report is filled as YYYY / MM / DD as shown on the certificate. Proof of POLICE REPORT is to be attached. **Refer to Rules on Page 16 concerning documents to be attached.**

4. **POLICE STATION:** Write down the NAME OF THE POLICE STATION as shown on the report.

POLICE REPORT RULES:

- ◆ The POLICE REPORT may not be older than 6 months.
- ◆ Only required for Duplicate.

5. **OLD DRIVING LICENCE NUMBER:** Write down the number of the Old Driving License.

- ◆ Only required for Conversion.

6. Section D

Written and Practical Test Details

D	WRITTEN AND PRACTICAL TEST DETAILS <small>(Tick the appropriate box)</small>	New	Extend	Extend – Public Transport																													
1 Written Test Pass Date	<table border="1"><tr><td></td><td></td><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td></tr><tr><td><small>Y</small></td><td><small>Y</small></td><td><small>Y</small></td><td><small>Y</small></td><td></td><td><small>M</small></td><td><small>M</small></td><td></td><td><small>D</small></td><td><small>D</small></td></tr></table>					/			/			<small>Y</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>		<small>M</small>	<small>M</small>		<small>D</small>	<small>D</small>												
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<small>Y</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>		<small>M</small>	<small>M</small>		<small>D</small>	<small>D</small>																								
2 Authorized by	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																
3 Practical Test Pass Date	<table border="1"><tr><td></td><td></td><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td></tr><tr><td><small>Y</small></td><td><small>Y</small></td><td><small>Y</small></td><td><small>Y</small></td><td></td><td><small>M</small></td><td><small>M</small></td><td></td><td><small>D</small></td><td><small>D</small></td></tr></table>					/			/			<small>Y</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>		<small>M</small>	<small>M</small>		<small>D</small>	<small>D</small>												
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<small>Y</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>		<small>M</small>	<small>M</small>		<small>D</small>	<small>D</small>																								
4 Vehicle Class	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><small>A1</small></td><td><small>A</small></td><td><small>B1</small></td><td><small>B</small></td><td><small>C1</small></td><td><small>C</small></td><td><small>CE</small></td><td><small>D1</small></td><td><small>D</small></td><td><small>DE</small></td><td><small>G1</small></td><td><small>G</small></td><td><small>J</small></td><td><small>PT</small></td><td></td><td></td></tr></table>																	<small>A1</small>	<small>A</small>	<small>B1</small>	<small>B</small>	<small>C1</small>	<small>C</small>	<small>CE</small>	<small>D1</small>	<small>D</small>	<small>DE</small>	<small>G1</small>	<small>G</small>	<small>J</small>	<small>PT</small>		
<small>A1</small>	<small>A</small>	<small>B1</small>	<small>B</small>	<small>C1</small>	<small>C</small>	<small>CE</small>	<small>D1</small>	<small>D</small>	<small>DE</small>	<small>G1</small>	<small>G</small>	<small>J</small>	<small>PT</small>																				
5 Name of the EMV	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																

NEW, EXTEND & EXTEND – PUBLIC TRANSPORT: A selection of the application must be made using an “X”. Refer to Rules on Page 16 regarding rules for different applications.

- WRITTEN TEST PASS DATE:** The written test pass date is filled as YYYY / MM / DD as shown on the Driving Test Report. Refer to Rules on Page 16 concerning documents to be attached.
- AUTHORIZED BY:** Write down the name of the person who authorized the Written Test.
- PRACTICAL TEST PASS DATE:** The practical test pass date is filled as YYYY / MM / DD as shown on the Driving Test Report. Proof of DRIVING TEST REPORT is to be attached. Refer to Rules on Page 16 concerning documents to be attached.
- VEHICLE CLASS:** Please use an “X” to make a selection.
- NAME OF THE EMV (Examiner of Motor Vehicle):** Write down the Name of the person who authorized the Practical Test.

7. Section E

Practical Test Details

E	PRACTICAL TEST DETAILS <small>(Tick the appropriate box.)</small>	New	Extend	Extend – Public Transport
1 Practical Test Pass Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <small>Y Y Y Y M M D D</small>			
2 Vehicle Class	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small>AI A B1 B C1 C CE DI D DE G1 G J PT</small>			
3 Name of the EMV	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

NEW, EXTEND & EXTEND – PUBLIC TRANSPORT: A selection of the application must be made using an "X". *Refer to Rules on Page 16 on rules for different applications.*

- PRACTICAL TEST PASS DATE:** The practical test pass date is filled as YYYY / MM / DD as shown on the Driving Test Report. Proof of DRIVING TEST REPORT is to be attached. *Refer to Rules on Page 16 concerning documents to be attached.*
- VEHICLE CLASS:** Please use an "X" to make a selection.
- NAME OF THE EMV (Examiner of Motor Vehicle):** Write down the Name of the person who authorized the Practical Test.

8. Section F

Practical Test Details

F	PRACTICAL TEST DETAILS <small>(Tick the appropriate box)</small>	New	Extend	Extend – Public Transport
1	Practical Test Pass Date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>		
2	Vehicle Class	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3	Name of the EMV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

NEW, EXTEND & EXTEND – PUBLIC TRANSPORT: A selection of the application must be made using an "X". Refer to Rules on Page 16 on rules for different applications.

- PRACTICAL TEST PASS DATE:** The practical test pass date is filled as YYYY / MM / DD as shown on the Driving Test Report. Proof of DRIVING TEST REPORT is to be attached. Refer to Rules on Page 16 concerning documents to be attached.
- VEHICLE CLASS:** Please use an "X" to make a selection.
- NAME OF THE EMV (Examiner of Motor Vehicle):** Write down the Name of the person who authorized the Practical Test.

9. Section G

Driving Licence Details

G	1. DRIVING LICENCE CLASSES	2. VEHICLE RESTRICTIONS			3. TRANSACTION TYPE			4. ISSUE DATE OF OLD CLASS / CLASSES (CONVERSION)								
		0 - None	1 - Automatic transmission	2 - Physically disabled	3 - Electrically powered	CON	EXT	REN	Y	Y	Y	Y	M	M	D	D
<i>(For the appropriate box, write appropriate restrictions)</i>																
A1	<input type="checkbox"/> Motorcycle Engine Capacity ≤ 100cc															
A	<input type="checkbox"/> Motorcycles Engine Capacity > 100cc															
B1	<input type="checkbox"/> Motor Tricycles - Tare ≤ 500kg GVW ≤ 1000kg															
B	<input type="checkbox"/> All Cars / Dual Purpose - GVW ≤ 3500kg Passengers ≤ 8 Trailer ≤ 250kg															
C1	<input type="checkbox"/> Light Motor Lorry 3500kg < GVW ≤ 17000kg Trailer < 750kg															
C	<input type="checkbox"/> Motor Lorry - GVW > 17000kg Trailer ≤ 750kg															
CE	<input type="checkbox"/> Heavy Motor Lorry - GVW > 17000kg Trailer > 750kg															
D1	<input type="checkbox"/> Light Motor Coach - Passengers ≤ 32 Trailer ≤ 750kg															
O	<input type="checkbox"/> Motor Coach - Passengers > 32 Trailer ≤ 750kg															
DE	<input type="checkbox"/> Heavy Motor Coach - Trailer > 750kg															
G1	<input type="checkbox"/> Two Wheel Tractor with a Trailer															
G	<input type="checkbox"/> Agricultural Land Vehicle with or without a Trailer															
J	<input type="checkbox"/> Special Purpose Vehicle															
PT	<input type="checkbox"/> Public Transport Endorsement															

- DRIVING LICENCE CLASSES:** Please use an "X" to make a selection. *Refer to Rules on Page 16 on rules for different applications.*
- VEHICLE RESTRICTIONS:** 0-None / 1-Automatic Transmission / 2-Physically Disabled / 3-Electrically Powered options. Please use an "X" to make a selection.
- TRANSACTION TYPE:** Con-Conversion / EXT-Extension / REN-Renewal options. Please use an "X" to make a selection.
- ISSUE DATE OF OLD CLASS/CLASSES:** The issue date of Old Class/Classes is filled as YYYY / MM / DD as shown on the Old Driving Licence.

10. Section H




Payment Details

H	PAYMENT DETAILS (ALL TRANSACTIONS)																					
1 Payment Type	<input type="checkbox"/> Bank	<input type="checkbox"/> Cashier																				
2 Amount Paid	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> . <table border="1"><tr><td></td><td></td></tr></table>																					
3 Initial of the Cashier	<table border="1"><tr><td></td><td></td></tr></table> (Only When Cashier)																					
4 Cashier Surname	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					

- PAYMENT TYPE:** Bank / Cashier options. Please use an "X" to make a selection.
- AMOUNT PAID:** Enter the amount which was paid i.e. 2500-00.
- INITIALS OF THE CASHIER (ONLY WHEN CASHIER WAS SELECTED IN POINT 1):** Write down the initials of the cashier.
- CASHIER SURNAME (ONLY WHEN CASHIER WAS SELECTED IN POINT 1):** Write down the surname of the cashier.

11. Section I

Photograph & Fingerprints

I PHOTOGRAPH & FINGERPRINTS (ALL TRANSACTIONS) <small>(Compulsory for Applicant who completed a written test during application)</small>		
PHOTO <small>(Photograph should be pasted on the application)</small>	FINGERPRINT LEFT HAND	FINGERPRINT RIGHT HAND
		

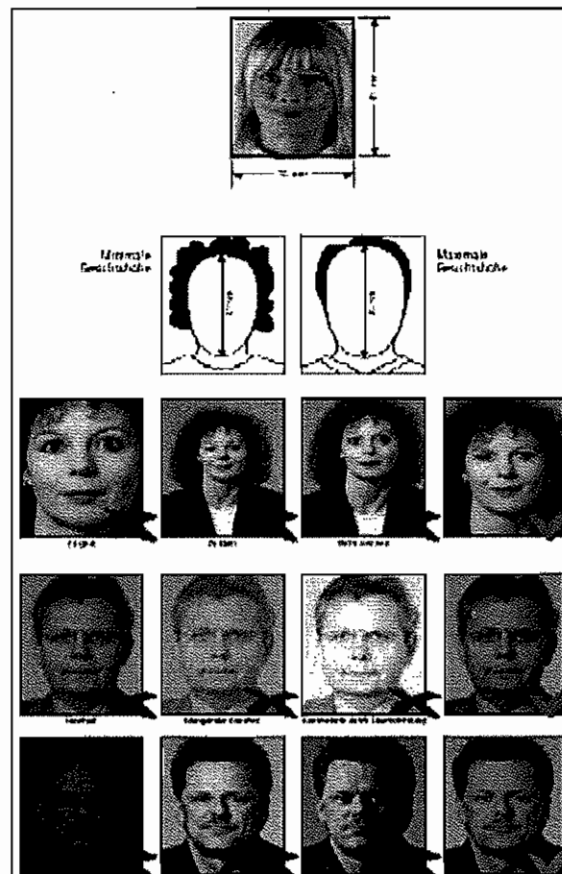
- PHOTO:** This photo will be printed on the applicants new driving licence card.

A Recent passport size photographs (one) in showing frontal view of full face are required.

Photograph with coloured or dark glasses, Dark Background, Polaroid prints or computer prints will not be accepted.

The photographs should have a light background (preferably white) and should show the full face of the applicant frontally.

In the box meant for affixing the photograph, please paste (using provided glue) your recent colour photograph. Photograph should fit exactly in the box and in any case not smaller than the box provided in the form.



ON GOOD QUALITY PHOTOS

GUIDE

- FINGERPRINT LEFT HAND:** One Left Hand fingerprint impression should be taken and be strictly within the box without touching the boundaries.

NOTE: It is recommended that the applicant's **THUMB** images should be captured. If the thumb is missing, the next finger namely the **Index** finger should be captured. If the **Index** finger is also missing, then the **Middle** finger etc.

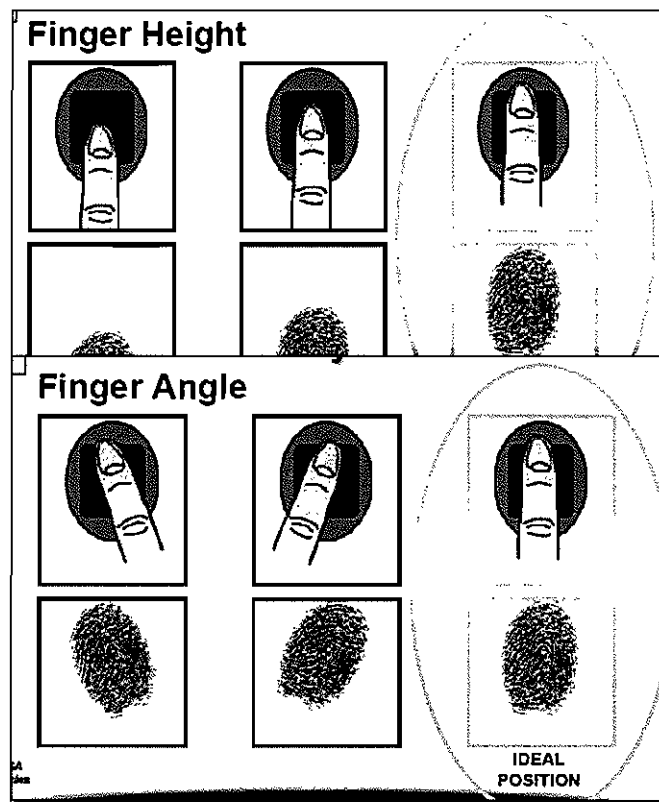
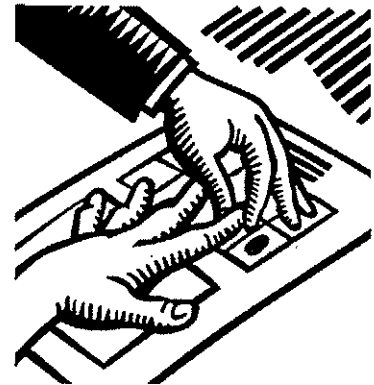
Fingers to be captured must be clean and dry.

Use the fingerprint inkpads provided. Press the finger on the inking plate or pad so that the entire fingerprint pattern area is evenly covered with ink. Then press the finger on the designated area on the Application form – as indicated above.

Using the right amount of ink is of vital importance. Too little ink and the impression will be too light. Too much ink and the fine details will run together.

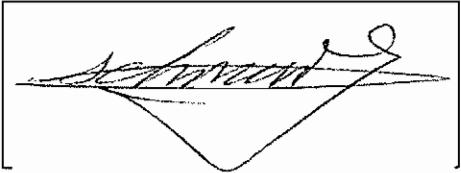
Remember to indicate in the next section which fingerprints were taken. (Refer to Section J point 2 on page 13.)

- FINGERPRINT RIGHT HAND:** One Right Hand fingerprint impression should be taken and be strictly within the box without touching the boundaries. Follow rules as indicated above.



12. Section J

Signature and Fingerprint Indication

J	SIGNATURE (ALL TRANSACTIONS)	Please indicate which finger on each hand was used for the fingerprint: <i>(Tick the appropriate box where applicable)</i>	
		<input type="checkbox"/> Left Thumb	<input type="checkbox"/> Right Thumb
		<input type="checkbox"/> Left Index Finger	<input type="checkbox"/> Right Index Finger
		<input type="checkbox"/> Left Middle Finger	<input type="checkbox"/> Right Middle Finger
		<input type="checkbox"/> Left Ring Finger	<input type="checkbox"/> Right Ring Finger
		<input type="checkbox"/> Left Little Finger	<input type="checkbox"/> Right Little Finger

1. **SIGNATURE:** This signature will be printed on the applicants new driving licence card. The Signature should be strictly within the box without touching the boundaries.
2. **INDICATE WHICH FINGER ON EACH HAND WAS USED FOR THE FINGERPRINT:** Please use "X" to make a selection in the Left hand and Right hand section.

13. Section K

Officer Details and Applicant Signature and Date

K	OFFICER DETAILS (ALL TRANSACTIONS)																									
Authorized Officer Name																										
<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																										
<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																										
<p>APPLICANT DECLARATION I declare that I am not suffering from any mental or physical disability or any disease as could be likely to cause my driving to be a source of danger to the public. I also declare that the particulars given above are true and accurate to the best of my knowledge and I fully realize that if any of above particulars is found to be incorrect or false I am liable to be prosecuted or dealt with otherwise.</p>																										
<table border="1" style="width: 100%; height: 40px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td> </tr> </table>							<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td> </tr> </table>				<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td> </tr> </table>			
SIGNATURE OF APPLICANT						<p>Y Y Y Y</p>			<p>M M</p>		<p>D D</p>															
						DATE																				

1. **OFFICER DETAILS:** Write down the Authorized Officer's Name.
2. **SIGNATURE OF APPLICANT:** Before signing the Application form, please read the declaration. Sign within the box provided.
3. **DATE:** The current date is filled as YYYY / MM / DD.

14. Assessment

Assessment Part completed by Examiner

ASSESSMENT	DATE OF ASSESSMENT	Y	Y	M	D	H	M	S	E	E	TIME	H	M	S																																
1. Vehicle Class / Classes																																														
2. Vehicle Registration Number																																														
<input type="checkbox"/> 3. Preparations before driving	<input type="checkbox"/> 3c. MC -Maneuver																																													
<input type="checkbox"/> 4. Control & Devices	Acc	Cl	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear																																
<input type="checkbox"/> 5. Road Signs & Regulations	acc	cl	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear	gear																																
<input type="checkbox"/> 6. Starting and Moving off	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td>- Straightness</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Alter angle</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Lane</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Control</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action	- Straightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Alter angle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
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- Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 7. Driving in Junctions	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td>- Letting</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Straightness</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Right turn</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action	- Letting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Straightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Right turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
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- Right turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 8. Driving in Roadabouts	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td>- Letting</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Straightness</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Right turn</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action	- Letting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Straightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Right turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
	O - Observation	D - Decision	A - Action																																											
- Letting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
- Straightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
- Right turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 9. Driving in Traffic	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td>- Lane re-entrance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Signaling</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Merging smoothly</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Overtaking</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Passing stationary vehicle</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Anticipation/Action</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Other Rules</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action	- Lane re-entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signaling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Merging smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Overtaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Passing stationary vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Anticipation/Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Anticipation/Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
- Other Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 10. Traffic Directives	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td>- At center</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>- Right of way</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action	- At center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
	O - Observation	D - Decision	A - Action																																											
- At center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
- Right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 11. Reversing	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
	O - Observation	D - Decision	A - Action																																											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 12. Stopping and Parking	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
	O - Observation	D - Decision	A - Action																																											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
<input type="checkbox"/> 13. Emergency Stop	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 10%;">O - Observation</th> <th style="width: 10%;">D - Decision</th> <th style="width: 10%;">A - Action</th> </tr> </thead> <tbody> <tr><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>															O - Observation	D - Decision	A - Action		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
	O - Observation	D - Decision	A - Action																																											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
14. Examiner Intervention																																														
REMARKS:	Examiner should mark the respective boxes above with following steps:										Wrong message - W Serious message - S Dangerous message - X																																			
EXAMINER DECLARATION																																														
I, hereby, fill the application form and submit from my, name, as Practical Examiner, and certify, that, I have no reason to doubt the correctness of the information furnished by the applicant and the truth of the contents of this form.																																														
Examiner's Signature & Rubber Stamp										Date																																				

This section must be completed by the Practical Test Examiner.

15. RULES

15.1 New Application

Applicants should have completed and passed a written test if necessary, and completed and passed a practical test, these pass dates and the examining officers' name and surname must appear on the application form, a practical test evaluation must in this case also be completed and submitted with the application.

New applicants will be subject to one year probation which will be recorded and updateable on the smart card chip.

Input

- ◆ Valid identification
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Driving test report
- ◆ Copy of NIC
- ◆ Copy of Birth Certificate
- ◆ Copy of Organ Donor Card
- ◆ Copy of Medical certificate
- ◆ Receipt for payment made

Licence Details

- ◆ New applicants may only apply for Non-Commercial classes.
- ◆ The driver restriction must be captured.
- ◆ The driving classes which the applicant is applying for must be captured. The applicant can apply for more than one non-commercial class at the same time.
- ◆ The applicant must be 18 years or older to be issued with a driving licence.
- ◆ A vehicle restriction must be selected for every class applied for.
- ◆ The applicant must not be marked as suspended / endorsed on the system. The system will enforce this validation.
- ◆ No medical certificate detail will be captured for non-commercial classes but medical certificate will be scanned with additional documentation so manual verification must take place.
- ◆ New applicants will be subject to a one-year probation period calculated from day when card is printed + one year.

15.2 Extend Application

Purpose

The purpose of this transaction type is to record an application for applicants who already own a drivers licence and wish to extend or add more classes.

Applicants should have completed and passed a written test if necessary, and completed and passed a practical test, one written (if applicable) and one practical test pass date and the examining officers' name and surname must appear on the application form, a practical test evaluation must in this case also be completed and submitted with the application.

Unlike the online system the applicant will not be able to "void" his commercial classes during extension.

Input

- ◆ Valid identification
- ◆ Copy of current driving licence
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Driving test report
- ◆ Copy of NIC
- ◆ Copy of Birth Certificate
- ◆ Copy of Medical certificate
- ◆ Copy of Organ Donor Card
- ◆ Receipt for payment made

Requirements and Rules

- ◆ Applicant must exist on the system to perform this function, unless it is done with the Driver's Licence Conversion transaction.
- ◆ The driver restriction must be captured.
- ◆ The extending classes and their restrictions must be captured.
- ◆ A vehicle restriction must be selected. A restriction must be selected for every new class applied for.
- ◆ Applicant may only apply for a commercial class licence if the applicant has had a class B, B1 or G for a period of two years (24 months).
- ◆ No medical certificate detail will be captured for non-commercial classes but medical certificate will be scanned with additional documentation so manual verification must take place.
- ◆ A NTMI Medical Certificate number and issue date will be captured for commercial classes. This certificate may not be older than 6 months.
- ◆ The applicant must not be marked as suspended / endorsed on the system. The system will enforce this validation.

15.3 Renewal of a Driving Licence

Purpose

This purpose of this transaction will be to renew a licence for the applicant when or before the licence expires.

Input

- ◆ Valid identification.
- ◆ Driving licence
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Copy of NIC
- ◆ Copy of Birth Certificate
- ◆ Copy of Medical certificate
- ◆ Copy of Organ Donor Card
- ◆ Receipt for payment made

Requirements and Rules

- ◆ Applicant must exist on the "new" system to perform this function.
- ◆ Applicant may only renew within 3 months of current licence expiry.
- ◆ There is a one month grace period on the expiry date of the earliest class and penalties will be charged if this date is exceeded, these penalties once charged, will increase annually, in other words if an applicant has a commercial and a non-commercial class, he will be penalized once a month has passed since the expiry of his commercial class.
- ◆ The driver restriction may be updated.
- ◆ The NTMI medical certificate number and date must be captured for renewal of commercial classes and PT endorsement.
- ◆ The applicant must not be marked as suspended / endorsed on the system. The system will enforce this validation.
- ◆ All classes on the licence including public transport endorsement will be renewed unless the applicant chooses to renew only the non-commercial classes currently valid and included on the current licence and in doing so marking the current commercial classes as "void", but may also during the next renewal / extension activate the "void" commercial classes. Applicants will however cancel their public transport endorsement if they choose to remove either the endorsement itself or if they mark their commercial classes as "void".
- ◆ A vehicle restriction may be updated. A restriction must be selected for every new class applied for.

15.4 Duplicate Driving Licence

Purpose

This transaction will be used to issue a duplicate driving licence for the applicant in the case where the licence was lost, stolen or damaged.

Input

- ◆ Valid identification.
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Police report
- ◆ Copy of NIC / Birth Certificate
- ◆ Copy of Organ Donor Card
- ◆ Receipt for payments made

Requirements and Rules

- ◆ Applicant must exist on system.
- ◆ No personal or licence detail will be changed.
- ◆ The applicant must not be marked as suspended on the computerized system. The system will enforce this validation.
- ◆ The police station and the report date must be captured.

15.5 Driving Licence Conversion

Purpose

This transaction will be used to convert an old driving licence to the new smart card driving licence.

Input

- ◆ Valid identification
- ◆ Old Driving Licence
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Copy of NIC
- ◆ Copy of Birth Certificate
- ◆ Copy of Organ Donor Card
- ◆ Receipt for payments made

Requirements and Rules

- ◆ If applicant exists on the database his details will be updated with the detail on the application form.
- ◆ All current licence holders will use this application to be introduced on the system.
- ◆ For Contract purposes we will distinguish between two types of cards:
 - ◆ Old Drivers Licences that have an expiry date and come in for the conversion.
 - ◆ Old Drivers Licences that do not have an expiry date and comes in to convert, because they are forced to convert to the new card.
- ◆ Applicants with old cards will be able to extend their current drivers licence during the conversion process.
- ◆ The old licence number must be captured.
- ◆ The date of issue must be captured.
- ◆ Old driving licence classes and their issue dates must be captured. The old classes will automatically be converted to the new driving licence classes.
- ◆ The vehicle restrictions must be captured.
- ◆ The driver restrictions must be captured.

15.6 Change of Particulars

Purpose

This function will allow the applicant to change their personal details on the system.

Input

- ◆ Valid identification
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ Receipt for payments made
- ◆ Copy of Organ Donor Card
- ◆ Copy of Grama Niladari Certificate
- ◆ Copy of NIC
- ◆ Copy of Birth Certificate

Requirements and Rules

- ◆ The personal attributes that have changed must be updated.
- ◆ History of the attributes that have changed must be kept.

15.7 Extend – Public Transport Application

Purpose

This transaction is used when the applicant already has a commercial class driving licence and wants to add a public transport endorsement to his licence.

The applicant will need to complete a written and practical test.

Input

- ◆ Copy of valid identification
- ◆ A completed application form with photos, fingerprint and signature.
- ◆ A driving licence
- ◆ Copy of NTMI medical certificate
- ◆ Copy of Police Certificate
- ◆ Copy of Organ Donor Card

Requirements and Rules

- ◆ Applicant must exist on the system to perform this function unless it is done during a conversion transaction.
- ◆ The driver restriction must be captured.
- ◆ A vehicle restriction must be selected.
- ◆ A NTMI Medical Certificate number and issue date will be captured. This certificate may not be older than 6 months.
- ◆ Applicant may only apply for public transport endorsement if the applicant has had a class C, C1, CE, D, D1 or DE for a period of at least two years (24 months).
- ◆ The applicant must not be marked as suspended / endorsed on the system. The system will enforce this validation.

1 Western	Colombo	1101	Colombo
		1102	Dehiwala
		1103	Hanwella
		1104	Homagama
		1105	Kaduwela
		1106	Kesbewa
		1107	Kolonnawa
		1108	Moratuwa
		1109	Maharagama
		1110	Sri Jayawardanapura
		1111	Thimbirigasyaya
		1112	Padukka
		1113	Ratmalana
Gampaha	Gampaha	1201	Attanagalla
		1202	Biyagama
		1203	Divulapitiya
		1204	Dompe-Kirindiwela
		1205	Gampaha
		1206	Ja-Ela
		1207	Katana
		1208	Kelaniya
		1209	Mahara
		1210	Meerigama
		1211	Minuwangoda
Kalutara	Kalutara	1212	Negombo
		1213	Wattala
		1301	Agalawatta
		1302	Bandaragama
		1303	Beruwala
		1304	Bulathsinhala
		1305	Dodangoda
		1306	Horana
		1307	Kalutara
		1308	Madurawala
		1309	Mathugama
		1310	Panadura
		1311	Walallawita
		1312	Millaniya
1313	PalindaNuwara		
1314	Ingiriya		
2 Central	Kandy	2101	Akurana
		2102	Ganga Ihala Korale
		2103	Harispattuwa
		2104	Kandy Four Gravcts & Gangawata Korale
		2105	Kundasale
		2106	Medadumbara
		2107	Minipe
		2108	Panwila
		2109	Pasbage Korale (Nawalapitiya)
		2110	Pathadumbara
		2111	Pathahewaheta
		2112	Poojapitiya
		2113	Tumapane
		2114	Ududumbara
		2115	Udupalatha (Gampola)
		2116	Udunuwara
		2117	Yatinuwara
		2118	Doluwa

		2119 Delthota
		2120 HatharaLiyadde
Matale		2201 Ambanganga Korahaya
		2202 Dambulla
		2203 Galewela
		2204 Laggala Pallegama
		2205 Matale
		2206 Naula
		2207 Pallepola
		2208 Rattota
		2209 Ukuwela
		2210 Wilgamuwa
		2211 Yatawatta
NuwaraEliya		2301 Ambagamuwa Korahaya
		2302 Hanguranketha
		2303 Kothmale
		2304 NuwaraEliya
		2305 Walapane
3 Southern	Galle	3101 Akmeemana
		3102 Ambalangoda
		3103 Baddegama
		3104 Balapitiya
		3105 Benthota
		3106 Bope-Poddala
		3107 Elpitiya
		3108 Galle Four Gravets
		3109 Habaraduwa
		3110 Hikkaduwa
		3111 Karandeniya
		3112 Nagoda
		3113 Neluwa
		3114 Niyagama
		3115 Thawalama
		3116 Yakkalamulla
		3117 Imaduwa
		3118 Walivitiya-Divithura
Matara		3201 Akuressa
		3202 Devinuwara
		3203 Dickwella
		3204 Hakmana
		3205 Kamburupitiya
		3206 Kotapola
		3207 Malimbada
		3208 Matara
		3209 Mulatiyana
		3210 Pasgoda
		3211 Pitabeddara
		3212 Thihagoda
		3213 Weligama
		3214 Welipitiya
		3215 Athuraliya
		3216 Kirinda
Hambantota		3301 Ambalantota
		3302 Angunukolapelessa
		3303 Bliatta
		3304 Hambantota
		3305 Katuwana
		3306 Lunugamvehera

		3307 Okewala
		3308 Sooriyawewa
		3309 Tangalla
		3310 Thissamaharama
		3311 Weeraketiya
		3312 Walasmulla
4 Northern	Jaffna	4101 Chavakachcheri
		4102 Delft
		4103 Island South (Velanai)
		4104 Jaffna
		4105 Kayts
		4106 Nallur
		4107 Vadamarachchi South (Maruthenkemy)
		4108 Vadamarachchi North (Point Pedru)
		4109 Vadamarachchi South & West (Karaveddy)
		4110 Valikaman East (Copai)
		4111 Valikaman North (Kankasanthurai)
		4112 Valikaman South (Uduvil)
		4113 Valikaman South West (Sandilipay)
		4114 Valikaman West (Chankanei)
		4115 Karainagar
	Killinochchi	4201 Kandawalai
		4202 Killinochchi
		4203 Pallai
		4204 Poonakari
	Mannar	4301 Madhu
		4302 Mannar
		4303 Manthai West
		4304 Musali
		4305 Nanaddan
	Vavuniya	4401 Vavuniya
		4402 Vavuniya North
		4403 Vavuniya South
		4404 Vengala Cheddikulam
	Mullaitive	4501 Manthai East
		4502 Maritimepattu
		4503 Oddusuddan
		4504 Puthukudiyiruppu
		4505 Thunukkai
5 Eastern	Batticaloa	5101 Eravur
		5102 Eravurpattu (Chenkaladi)
		5103 Kattandudy
		5104 Koralepattu (Valachchena)
		5105 Koralepattu North (Vakarai)
		5106 Koralepattu South (Kiran)
		5107 Koralepattu West (Oddamavady)
		5108 Koralepattu Central (Valachchena)
		5109 Manmunai
		5110 Manmunai North (Batticaloa Town)
		5111 Manmunai South & Eruvilpattu (Kaluvanchikudi)
		5112 Manmunai South & West (Kakkodicholai)
		5113 Manmunai West (Vavuanathivu)
		5114 Porathivupattu (Wellaweli)
	Ampara	5201 Addalachchenai
		5202 Aliyadivembu
		5203 Damana
		5204 Dehiattakandiya
		5205 Irakkamam

5206 Kalmunai
 5207 Kalmunai Tamil Division (Karathivu)
 5208 Musali
 5209 Addaraipattu (Karunkodithivu)
 5210 Lahugala
 5211 Mahaoya
 5212 Navidanwali
 5213 Namaloya (Ampara Town)
 5214 Sainthanmaruthu
 5215 Ninthavur
 5216 Padiyathalawa
 5217 Pothuvil
 5218 Samanthurai
 5219 Thirukovil
 5220 Uhana
 Trincomalee 5301 Gomarankadawala
 5302 Kanthale
 5303 Kinniya
 5304 Kuchchaveli
 5305 Morawewa
 5306 Muttur
 5307 Padavi Siripura
 5308 Seruwawila
 5309 Thampalakamam
 5310 Trincomalee Town/Four Gravels
 5311 Verugla (Etchalampattu)

6 North Western Kurunegala

6101 Alawwa
 6102 Bingiriya
 6103 Galgamuwa
 6104 Ganewatta
 6105 Giribawa
 6106 Ibbagamuwa
 6107 Katupotha
 6108 Kobeigane
 6109 Kotavehera
 6110 Kuliyaipitiya West
 6111 Kuliyaipitiya East
 6112 Kurunegala
 6113 Mahawa
 6114 Mallawapitiya
 6115 Maspotha
 6116 Mawathagama
 6117 Narammala
 6118 Nikaweratiya
 6119 Panduwasnuwara
 6120 Pannala
 6121 Polgahawela
 6122 Polpithigama
 6123 Rasnayakapura
 6124 Rideegama
 6125 Udubaddawa
 6126 Wariyapola
 6127 Weerambagedara
 6128 Ambanpola
 6129 Ahatuwewa
 6130 Bamunakotuwa

Puttalam

6201 Anamaduwa
 6202 Arachchikattuwa

6203 Chilaw
6204 Dankotuwa
6205 Kalpitiya
6206 Karuwalagaswewa
6207 Madampe
6208 Mahakumbukkadawala
6209 Mahawewa
6210 Mundel
6211 Nattandiya
6212 Nawagattegama
6213 Pallama
6214 Puttalama
6215 Wanathawilluwa
6216 Wennappuwa

7 North Central Anuradhapura

7101 Galenbindunuwewa
7102 Galnewa
7103 Horowpathana
7104 Ipalogama
7105 Kahatagasdigiliya
7106 Kebithigollewa
7107 Kekirawa
7108 Mahavilachchiya
7109 Medawachchiya
7110 Miginthale
7111 Nochchiyagama
7112 Nuwaragam Palatha Central
7113 Nuwaragam Palatha East
7114 Padaviya
7115 Palagala
7116 Palugaswewa
7117 Rajanganaya
7118 Rambewa
7119 Thalawa
7120 Thambuttegama
7121 Thirappane
7122 Nachchiyaduwa

Polonnaruwa

7201 Dimbulagala
7202 Elaheera
7203 Hingurakgoda
7204 Lankapura
7205 Medirigiriya
7206 Thamankaduwa
7207 Welikanda

8 Uva Badulla

8101 Badulla
8102 Bandarawela
8103 Ella
8104 Haldummulla
8105 Hali-Ela
8106 Haputale
8107 Kandaketiya
8108 Mahiyanganaya
8109 Meegahakivula
8110 Passara
8111 Rideemaliyadda
8112 Soranathota
8113 Uva-Paranagama
8114 Welimada
8115 Lunugala

Moneragala

8201 Badalkumbura
8202 Bibile
8203 Buttala
8204 Katharagama
8205 Madulla
8206 Medagama
8207 Moneragala
8208 Siyambalanduwa
8209 Wellawaya
8210 Thanamalwila
8211 Sewanagala

9 Sabaragamuwa Ratnapura

9101 Ayagama
9102 Balangoda
9103 Eheliyagoda
9104 Elapatha
9105 Embilipitiya
9106 Godakawela
9107 Imbulpe
9108 Kahawatta
9109 Kalawanna
9110 Kolonna
9111 Kuruwita
9112 Nivithigala
9113 Opanayaka
9114 Pelmadulla
9115 Ratnapura
9116 Welligepola
9117 Kiriella

Kegalle

9201 Aranayaka
9202 Dehiowita
9203 Deraniyagala
9204 Galigamuwa
9205 Kegalle
9206 Mawanella
9207 Rambukkana
9208 Ruwanwella
9209 Warakapola
9210 Yatiyanthota
9211 Bulathkohupitiya