

Directorate of Transport, Daman (U.T)

U.T Administration of Daman and Diu

FAQs:

❖ Learner's License

Q. How do you obtain a Learner's License?

Attested copies of the document Proving his/her address and his/her age as per rule no.4 of CMVR 1989.

- Two passport size photographs.
- Related Forms with the Certificate / Declaration of Medical Fitness as mentioned below :

Process For Obtaining Learner's License of Non - Transport Vehicles If the Applicant is below the Age of 40 years

1. Fill Form No. 1 (Declaration as to Medical Fitness) and Form No. 2 which is available at RTO office free of cost.
2. And for transport license Applicant should have minimum qualification of 8th standard pass(Evidence should be available).
3. Fees Payable : ₹ 30 for each class of vehicle. ₹ 10 for each test.

Process For Obtaining Learner's License In All Other Cases :

1. Fill Form No. 1-A (Medical Certificate duly signed by the Registered Medical Practitioner) and Fill Form No. 2 which are available at RTO Office for free of cost.
2. Applicant should have minimum qualification of 8th standard pass(Evidence should be available).
3. Fees Payable : ₹ 30 for each class of vehicle. ₹ 10 for each test.

Q. Is there any specific time for this transaction.

- Yes Fees will be accepted from 10.00 a.m. to 1.30 p.m. on all working days except Saturdays, tenth and last day of the month. On Saturdays, tenth & last day of the month cash will be accepted during 10.00 a.m. to 12.00 p.m. only.
- Biometrics : The entry of details including Bio-metrics of the applicant will be taken on the same day.
- Test : The test regarding basic traffic signs and drivers responsibilities will be conducted on every Tuesday, Wednesday and Friday from 10.30 a.m to 1.00 p.m.

❖ Permanent Driving License:

Q. How do you obtain a Permanent Licence?

The applicant on completion of one month from the date of issue of Learner's Licence, may submit application for permanent Driving Licence.

Process For Obtaining Permanent Driving Licence :

1. Fill Form No. 4 which available at RTO office for free of cost.
2. Driving Certificate in Form 5 issued by the school or establishment, if applicable.
3. **Fees Payable** : ₹ 200 as Licence Fee, ₹ 50 For each Class of vehicle as Test Fee.
4. **Timings** : Application along with fee can be paid at the cash counter of the RTO office during 10.00 a.m. to 1.30 p.m. on all working days except Saturday, tenth and last day of the month, On Saturday tenth and last day the month cash will be accepted during 10.00 a.m. to 12.00 a.m.
5. **Test of Competence to drive** : Form 10.30 a.m. to 1.00 p.m. on every Tuesday, Wednesday and Friday. ₹ 50.00 For each Class of Vehicle.
6. **If the applicant does not pass the test, he can re-appear after seven days** : Test Fee shall be collected on the way as stated above and test shall be conducted from 10.30 a.m. to 1.00 p.m. on every Tuesday, Wednesday and Friday.

Note : In case the applicant does not pass the test after three Appearances, he shall not be qualified to reappear for such test before the expiry of as period of sixty days from date of last such test.

Q. What will happen if I fail the test.

You can reappear for the test after seven days

Q. What will happen if I again fail the test.

You can reappear for the test again after seven days, but maximum three appearances after that he shall not be qualified to reappear for such test before 60 days.

❖ **Renewal of Driving license:**

Q. HOW TO GET YOUR DRIVING LICENCE RENEWED?

Process For Renewal of Permanent Driving License :

Fill in Form 9 along with (which is available at RTO Office free of cost) Form 1-A (Medical Certificate duly Signed by the Registered Medical Practitioner)

Fees Payable : ₹ 250.00 (Penalty ₹50.00 per year)

❖ **Duplicate Driving License:**

Q. HOW TO GET A DUPLICATE DRIVING LICENCE?

Process For Obtaining Duplicate Driving License :

1. Application form LLD (which is available at RTO Office free of cost) and two passport size photographs.
2. In case the original license is found in future, the applicant should surrender the duplicate licence to the authority.

❖ **Registration of Motor vehicle:**

Q. How to register vehicle?

Fill Form 20 (in duplicate if vehicle is hypothecated duly signed by financier) to the Registering Authority within a period of Seven days from date of taking delivery of such vehicle.

*Forms are available at RTO office free of cost.

Q. What are the documents required for registration of vehicle?

1. Form 20 (in duplicate if vehicle is hypothecated).
2. Sale Certificate in Form 21.
3. Attested copy of Valid Insurance Certificate.
4. Copy of the proceedings of the State Transport Authority / concerned Authority for the purpose of approval of the design in case of trailer or a semi trailer.
5. Original sale certificate from the concerned authorities in Form 21 in case of ex-army vehicles.
6. Attested copy of Proof of address by way of any one of the documents mentioned below:
 - a) Election Card
 - b) Life Insurance Policy one year old with affidavit.
 - c) Passport
 - d) Pay slip issued by any office of the Central Government or a State Government or a local body.
 - e) Aadhaar card with affidavit
 - f) In case of company or firm
 - A. Attested copy of valid factory license issues under Factories Act.1948
 - B. Attested copy of valid Registration certificate of Establishment issued under shops and Establishments Rule,1975
7. Temporary registration certificate.
8. Road worthiness certificate in Form 22 from the manufacturer and Form 22-A from the body builders.
9. Custom's clearance certificate in case of imported vehicles along with licence and bond if any.
10. Copy of sales invoice from dealer.

❖ Issuance of Renewal Of Certificate Of Fitness

Q. How to renew fitness certificate.

- **Process For Issuance and Renewal Of Certificate Of Fitness :**

1. The application for issue and renewal of fitness in respect of transport vehicles will be accepted in form CFRA accompanied by (a) certificate of insurance (b) Permit (c) certificate of taxation (e) PUC and (d) fee as below.

- **Fees Prescribed :**

1. **Two / three wheeled vehicle** : Rs. 100.00 for conducting test, Rs.100.00 for grant or renewal of fitness, Total Rs.200.
2. **Light Motor Vehicle** : Rs. 200.00 for conducting test, Rs.100.00 for grant or renewal of fitness, Total Rs.300.
3. **Medium Motor Vehicle** : Rs. 300.00 for conducting test, Rs.100.00 for grant or renewal of fitness, Total Rs.400.
4. **Heavy Motor Vehicle** : Rs. 400.00 for conducting test, Rs.100.00 for grant or renewal of fitness, Total Rs.500.

❖ **Renewal of Registration:**

Q. What is the procedure for renewal of registration of private vehicle.

1. Fill in the application form No.25 along with prescribed fee.
2. Produce the vehicle for inspection.

❖ **Alteration of Motor vehicle :**

Q. Can I alter the motor vehicle?

Under the provisions of section 52 of Motor Vehicle Act, the alteration of Motor Vehicle is allowed after prior permission of registering authority. If registering authority feels the sufficient ground to alter the vehicle, the permission is granted. The conversion like from fuel Petrol to C.N.G. is also allowed after the permission in case of engine assembly.

❖ **Assignment of new registration mark to vehicle brought from other state to Daman:**

Q. What is the procedure of registration of motor vehicles brought to Daman from other states?

If a registered owner of a vehicle brings the vehicle to Daman, which is already registered in some other state after obtaining a N.O.C from the concerned state can apply for re-registration in Daman, The documents required are as under:

Other state registration certificate in original.

1. Form 28 (NOC in duplicate)
2. Form 27.
3. Attested copy of address proof.
4. Attested copy of valid insurance.
5. Attested copy of pollution under control certificate.
6. Road tax (as applicable)
7. Form 29,30 or 33 as the case may be.

❖ **Transfer of Ownership:**

Q. How the transfer of ownership of a vehicle can be done?

Application in Form 29 (in duplicate) and 30 (in duplicate if the vehicle is held under hypothecation) along with:

- Certificate of Registration.
- Certificate of Insurance.
- Proof of Residence
- Valid PUC Certificate

❖ **No objection Certificate :**

Q. What is the procedure for issuing N.O.C for other state?

If a registered owner of a vehicle intends to take his vehicle to some other state & get the same re-registered there, can apply for NOC on prescribed form-28. The following are the required / formalities to be completed.

Form No. 28 (in triplicate) along with :

1. Certificate of registration.
2. Copy of the certificate of insurance.
3. Evidence of payment of motor vehicle tax upto date
4. Valid PUC Certificate

In case of a transport vehicle, in addition of the above documents documentary evidence may be furnished:

1. That the vehicle is not covered by any permit
2. Sum of money agreed upon to be paid by the holder of the permit under sub-section (5) and (6) of Section 86, if any no pending recovery.
3. Evidence of payment to tax on passenger and goods.
4. On receipt of such application, a report will be obtained from Police Department that no case relating to the theft of motor vehicle concerned has been reported or is pending as required.

❖ **Termination of Hypothecation :**

Q. How can I delete the hypothecation?

If a vehicle is purchased on loan from a financier the same could be endorsed in the registration certificate when the loan is repaid and following are the documents required:

1. Registration certificate in original
2. Two copies Form no. 35 duly filled (for deletion of Hypothecation)
3. A certificate from financier for having retained full dues from the financier (for deletion case only)
4. Attested copy of valid insurance.
5. Attested copy of address proof of the registered owner.
6. Attested copy of valid pollution under control certificate.
7. NOC from financier

❖ **Addition of Hypothecation:**

Q. How can I endorse the hypothecation and its deletion?

If a vehicle is purchased on loan from a financier the same could be endorsed in the registration certificate. The following are the documents required:

1. Registration certificate in original
2. Two copies Form no.34 duly filled (for endorsement of Hypothecation).
3. A certificate from financier for having retained full dues from the financier (for deletion case only).
4. Attested copy of valid insurance.
5. Attested copy of address proof of the registered owner.
6. Attested copy of valid pollution under control certificate.

❖ **Change of Address In Licence**

Q. HOW TO APPLY FOR CHANGE OF ADDRESS IN LICENCE?

1. Every applicant for the issue of a licence shall produce as evidence of his address and Age, any one or more of the following documents in original or relevant extracts thereof duly attested by a Gazetted Officer or the Central Government or of a State Government or an officer of a local body who is equivalent in rank of a Gazetted Officer of the Government or Village Administration Officer or Municipal Corporation Councilor or Panchayat President, namely :
 1. Election Card
 2. Life Insurance Policy
 3. Passport
 4. Pay slip issued by any office of the Central Government or a State Government or a local body.
 5. School Leaving Certificate
 6. Birth Certificate
 7. Aadhaar card
 8. Certificate granted by a registered medical practitioner not below the rank of a Civil Surgeon, as to the age of the applicant.
2. Provided that where the applicant is not able to produce any of the above mentioned documents for sufficient reason, the licensing authority may accept any affidavit sworn by the applicant before an Executive Magistrate, or a First Class Judicial Magistrate or Notary Public as evidence of age and address.

Q. How to apply for change of address?

Fill in Form No.33 along with an application for recording a change in the residence in the certificate of registration of a motor vehicle and certificate of registration, PUC, Insurance Certificate and proof of residence.