

## Charges for vehicle transfers

Vehicle Class	Transfer charge	Absolute ownership <sup>12</sup>			A Mortgage		Charges for amendments
		Registration	Extension	Cancellation	Registration	Cancellation	
Motor cars	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Dual purpose vehicles	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Land vehicles (agricultural)	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Land vehicles (non-agricultural)	1000/-	1250/-	500/-	500/-	200/-	300/-	100/-
Land vehicles (tractor -4 wheel)	1200/-	1250/-	500/-	500/-	200/-	300/-	100/-
Hand Tractors	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Motor cycles	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Motor Tricycles	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Motor Tricycles/van	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Moor	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-

Lorry	-	-					
Moor	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-
Lorry	-	-					
/Fork lift							
Moto	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-
r	-	-					
Lorry							
/Prime							
Mov							
ers							
Moto	2500/-	1250/-	500/-	500/-	200/-	300/-	100/-
r	-	-					
coac							
h							
Disa	500/-	1250/-	500/-	500/-	200/-	300/-	100/-
bled'		-					
s							
vehic							
les							
Moto	1000/-	1250/-	500/-	500/-	200/-	300/-	100/-
r	-	-					
ambu							
lance							
s							
Hear	1000/-	1250/-	500/-	500/-	200/-	300/-	100/-
ses	-	-					
Lorry	2000/-	1250/-	500/-	500/-	200/-	300/-	100/-
Trail	-	-					
er							
Tract	1000/-	1250/-	500/-	500/-	200/-	300/-	100/-
or	-	-					
Trail							
er/bo							
wers							
Alter	800/-	1250/-	500/-	500/-	200/-	300/-	100/-
nate		-					
fuel							
moto							
r							
vehic							
les							
Elect	800/-	1250/-	500/-	500/-	200/-	300/-	100/-
ricall		-					
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Source: Motor Traffic Department

## Guidelines with regard to the process of obtaining New Smart Card Driving Licence

### General Requirements

- I. Applicant should be present in person at the Werahera Office or the District Office of the Department of Motor Traffic.
- II. National Identity Card or the valid Passport/ original of the Birth Certificate should be brought with.
- III. Should be properly dressed since photographing is a part of the computerizing process in the offices handling ONLINE issuance of driving licences. Those applicants who call over at offices handling OFFLINE issuance should bring along two black and white photographs of passport size.
- IV. Relevant state-charges for service should be paid.

For obtaining driving licences for light vehicles

- I.II. Should have completed 18 years of age.
- II. Should be of 4 ft.06 inch. of height.
- III. A valid medical certificate certifying the physical and mental suitability to drive vehicles obtained from the National Transport Medical Institute should be produced.
- IV. Written test conducted by the Department should be passed.
- V. Should have been trained at least for a period of three months on a Trainees' Permit.
- VI. Should appear for the practical test and obtain a pass before the expiry of the Trainees' Permit.( after 03 months and before 18 months)

N.B. A person who has completed 17 years of age could submit an application, appear for the written test and commence training on a Trainees' permit.

For obtaining a heavy vehicle driving licence

- I.Should have completed minimum age of 21years.
- II.A valid medical certificate certifying the physical and mental suitability to drive heavy vehicles obtained from the National Transport Medical Institute. Application should be made within 02 months from the date of issue of the medical certificate.
- III.Minimum height should be over five feet.
- IV.Should be a holder of a light vehicle driving licence obtained two years before the date of application for heavy vehicle driving licence.
- V.Should pass the written test for heavy vehicles conducted by the Department.
- VI.Should have obtained a minimum of 3 months training on a Trainees' permit from the date of passing the above mentioned written test.
- VII.Valid licence presently in possession should be produced.
- VIII.Should appear for and pass the practical test conducted by the Department.
- IX. A light vehicle licence holder who has completed 20 years of age may submit an application and obtain Trainee's permit.

### 03.Obtaining a Passenger Transport (P/T) Driving Licence.

- i.Applicant should be in possession of a minimum of 02 years old heavy vehicle driving licence.
- ii.A valid medical certificate certifying the physical and mental suitability to drive P/T vehicles obtained from the National Transport Medical Institute should be produced.
- iii.Should pass written and practical tests conducted by the Department.
- iv.A certificate obtained from the OIC/Police station in the relevant police area of authority to the effect that the applicant has not been found guilty of criminal offences.

### 04.Obtaining a duplicate of valid driving licence

- i.Copy of valid complaint to the Police / ..... or defaced driving licence.
- ii.National Identity Card

### 05.Extension of validity of the Driving Licence

- i. Driving Licence presently in possession of the applicant
- ii. Prescribed Valid Medical certificate

06. Addition of a new vehicle class in the Driving Licence

- i. Driving Licence presently in possession of the applicant
- ii. When applying to add an additional new light- vehicle class, other requirements listed under 01 above and when applying to add a heavy-vehicle class, other requirements listed under 02 above should be fulfilled.
- iii. When adding an additional light-vehicle class, exemption from the requirement of appearing for a written test will be allowed, but should appear for a written test when applying for the addition of heavy-vehicle class.
- iv. Should appear for and pass the practical test after three months of passing the written test.

07. Conversion of a driving licence issued under old system to a valid driving licence.

- i. Old driving licence
- ii. If the old driving licence is lost or misplaced / a copy of the complaint made to the Police in this regard / distorted driving licence.
- iii. Valid medical certificate ( for heavy vehicles) issued by the National Transport Medical Institute.

08. Amendments to personal details contained in the driving licence.

01. When the name has to be changed

- i. Birth certificate / marriage certificate / Divorce certificate
- ii. National Identity Card / Valid Passport
- iii. Driving Licence
- iv. Other acceptable documents in support of the amendment.

02. When address is changed

- i. National Identity Card / Valid Passport
- ii. Certificates confirming the residence issued by the Grama Niladhari of the relevant was and counter-signed by the Divisional Secretary

03. Changing the number of the National Identity Card / valid Passport

- i. National Identity Card / Valid Passport
- ii. Certificate issued by the Department of Registration of Persons/Department of Immigration and Emigration.

09. Issuance of local Driving Licence on the basis of a foreign driving licence.

- i. Applicant should be in possession of driving licence issued by a foreign country, valid at least for over 06 months.
- ii. Should have a visa permit valid for not less than 06 months. In the case of visa for less than 06 months, a temporary driving licence could be obtained only for the relevant period of visa.
- iii. Applicant should be present in person.
- iv. A valid medical certificate issued by a medical practitioner registered in the National Medical Council.
- v. A valid passport
- vi. If a member of diplomatic service, a letter of confirmation should be produced. ( Issued gratis)  
(Only light vehicle driving licences will be issued under this system)



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.ws_toolbar .ws_tb_btn {cursor:pointer;border:1px solid #555;padding:3px} .tb_highlight{background-color:yellow}  
.tb_hide {visibility:hidden} .ws_toolbar img {padding:2px;margin:0px}
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