Obtaining a New Driving License

Step 1: Applicant obtains the application form "M.T.A. 30" from:

- District secretarial offices (normal service)
- Main office in – Colombo (priority service)

Step 2: Applicant submits the filled form directed to Assistant Commissioner, along with required documents to:

- District secretarial offices (normal service)
- Main office in Verahera – Colombo (priority service)

Step 3: Applicant sits for the written examination on the call of Department

Step 4: Applicant does the practical examination on the call of the Department. Pass result attained at this examination will be valid till 6 months

Step 5: Department issues the Temporary License, which is valid up to 6 months (at the point of passing the practical examination)

Step 6: Department issues the License (license will be sent to the applicant by post)

Note:

If Applicant Fails the Written Examination:

Applicant can re apply for the written examination by paying Rs.100.00 up to three times

If the Applicant Fails the Practical Examination:

Applicant can re apply for the practical examination by making the full payment up to three times

Please refer to section: "Special Cases"

Eligibility

Any applicant being a permanent resident within Sri Lanka can apply for this service

Following are the conditions required to obtain the service:

- Applicant being a citizen of Sri Lanka
- Applicant being over 18 years of age
- Sitting for a written test and a practical examinations
- Produce with a certification of identity at both written and practical examinations
- Passing of both above examinations
- Provide with all the documents required within the process (please refer to the section: "Documents Required")
- Duration between the submission of the application and the practical test, been less than six months

Note: Any applicant who is not able to meet with above conditions will be considered disqualified from obtaining the service.

Submission Procedure

All the applications should be directed to the assistant commissioner of the Licensing Division

Assistant Commissioner – Licensing Division,
Department of Motor Traffic,
P.O Box 533, 581-341, Elvitigala Mawatha,
Colombo 5.

Note 1: Applicants are given the facility of obtaining licenses through:

- All district secretarial offices (normal service)
- Main office in Verahera – Colombo (priority service)

Application Form
Form "M.T.A. 30": Application for License to Drive a Motor Vehicle

Time Line

Process Timeline:

Applied for priority service	License issued within 1 week
Applied for normal service	License issued within 2 week – 3 months

Submission Timeline:
For Obtaining & Submitting Application Forms:

Working days	Mondays to Fridays
Counter open hours	9:30 am to 3:30 pm (Normal)
Counter open hours	9:30 am to 12:30 pm (Priority)
Holidays	All Public and Mercantile Days

Validity Timeline:
Validity of the application expires if the practical examination is performed after 6 months of submitting the application

Costs Related to Service

Cost of Obtaining the Application:
Application forms provided free of charge

Fee:

Type of Service	1 Class of Vehicles	2 Class of Vehicles	3 Class of Vehicles
Normal service	Rs. 620.00	Rs. 1020.00	Rs. 1120.00
Priority service	Rs. 1020.00	Rs. 1770.00	Rs. 1870.00

Penalty:
No penalties involved in the process of issuing licensesSurcharge:
At failing on the written test, an applicant must pay Rs. 100.00 for re applying (only valid for three re-applies)
At failing on the practical test, an applicant must make the full payment for re applying (only valid for three re-applies)

Support Documents Required

For Light Vehicles:

- The original and a photocopy of the Birth Certificate

- National Identity Card / Original and a photocopy of a valid Passport, containing NIC number
- Three copies of black and white photos of size: 2*2
- Medical certification, from a MBBS certified Medical Officer

For Heavy Vehicles:

- The original and a photocopy of the Birth Certificate
- National Identity Card / Original and a photocopy of a valid Passport, containing NIC number
- Three copies of black and white photos of size: 2*2 "
- A Medical Certification issued by the C.T.B Medical Institute, Nugegoda or by Medical Officer of the applicant's residential district
- A Certification of Competency issued by a grade "A" registered driving school

Special Cases

If the Applicant is not able to Read or Write:

- He/she must sit three times for the written examination
- Obtain a certification letter from the Grama Niladhari
- Apply for a verbal examination in substitution of the written examination

If the Applicant Fails the Practical Examination and If He has Applied for a License of Heavy Duty Vehicles:
Applicant is not allowed to re-apply for the practical examination within 14 days

If He has Applied for a License of a Light Vehicles:
Applicant is not allowed to re-apply for the practical examination within 7 days

If the Applicant is an Owner of a Driving License from a Foreign Country (Applicant being either Sri Lankan or Non Sri Lankan):

- He/she can obtain the license without going through either written or practical examinations by producing the foreign license
- Country, which is the issuer of the license should be approved by the Department of Motor Vehicles
- An English translation of the license issued by the relevant embassy, if the license in not in English
- Documents required and costs involved at such occasions will be same as at obtaining a new license

Sample Form with Dummy Data
form "M.T.A.30 example"
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Organization Information.
Department of Motor Traffic

No: 581-341,
Elvitigala Mavatha,
Narahenpita,
Colombo 05. .

Mr. Upul Priyantha de Silva
Telephones: 011-2698717
Fax Nos: 011-2694338
Email: e.dmts@sltnet.lk
Website: www.dmt.gov.lk

Warahara Office Mr Ranjith Gunawardane Deputy Commissioner
T.P 0112545891
District secretariat office Gampaha chief examiner
T.P 0332222900
District secretariat office Kaluthara chief examiner
T.P 0342222621
District secretariat office Galle chief examiner
T.P 0912222972
District secretariat office Mathara chief examiner
T.P 0412222234
District secretariat office Hambantota chief examiner

T.P 0412220244
District secretariat office Kandy chief examiner
T.P 0812233186
District secretariat office Nuwara-eliya chief examiner
T.P 0522222610
District secretariat office Mathale chief examiner
T.P 0662222234

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