



Guideline on confirmation and issuance of drivers' licenses in NCD

1. For new learner's permit:

1.1 Visit RTA.

1.2 RTA will assess and process the learners permit application as per its regulations and requirements.

2. For renewal and re-print of all class of existing licenses that are issued by RTA:

2.1 Visit RTA.

2.2 RTA will renew licenses as per its regulations and requirements.

3. For upgrade of an existing license from one license class to another, where the license under consideration was previously issued by MVIL:

3.1 Visit RTA.

3.2 A license holder who is applying for a license upgrade must utilize his/her current license for, at least 1 year. This minimum probationary period is a requirement.

3.3 An application for a license upgrade will be declined by RTA, where the requirement in step 3.1 is not met.

3.4 Where the requirement of step 3.1 is met, RTA will liaise with MVIL to confirm the authenticity of the license being presented to RTA by the customer.

3.5 Upon positive confirmation, MVIL will issue the customer with a signed and stamped Confirmation Form.

3.6 The customer is required to present the Confirmation Form to RTA as proof that they are the genuine license holder.

3.7 Consistent with steps 3.5 and 3.6, RTA will process the customer's license application.

4. For renewal and re-print of all classes of existing licenses issued by MVIL:

4.1 Visit RTA.

4.2 RTA will liaise with MVIL to confirm the authenticity of the license being presented to RTA by the customer

4.3 RTA will observe the process set out under section 3, steps 3.5 to 3.7.

Jointly approved by MVIL and RTA on: **15th May, 2025**



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