

- Present the completed forms, one (1) passport size picture and some form of identification to the office at the Tax Office

- **Pay the appropriate fees**

- Collect the Substitute Driver's Licence.

- The Tax Office will send a copy of the Lost/ Stolen Driver's Licence Report to the following agencies for their records:

▶ **Island Traffic Authority**
1 Manhattan Road, Kingston 5

▶ **Traffic Division of the Jamaica Constabulary Force (JCF)**
16 Lower Elletson Road,
Kingston

FOR MORE INFORMATION

Call : **1-888-TAX-HELP (829-4357)**

1-888-GO-JA-TAX (465-2829)

Email: taxhelp@taj.gov.jm

Website: www.jamaicatax-online.gov.jm or

www.jamaicatax.gov.jm

Facebook: www.facebook.com/jamaicatax

Twitter: [@jamaicatax](https://twitter.com/jamaicatax)

or

Visit any tax office nearest you

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NOTE

This brochure is only a Guide.

It is NOT a substitute for the Road Traffic Act and other relevant Legislation

**DRIVER'S
LOST
DOCUMENTS**

What should I do if I lose my Registration Plates?

- Report the matter to the Police immediately
- Obtain the relevant letter from the Police and submit same to the Tax Office
- Obtain Application form for Substitute/Replacement Plates
- Submit completed Application Form along with all Motor Vehicle documents

What should I do if I lose my Registration Certificate?

- Report the matter to the Police immediately and obtain the relevant letter
- Make a note of the number on the licence Registration Sticker and return to the office where the certificate was issued
- Present proper identification (i.e. passport, driver's licence) along with the Police Letter to the Tax Office
- Fill out appropriate form for substitute documents
- Pay appropriate fee (if necessary)
- A Substitute Registration Certificate will be issued

N.B. An authorization letter from the individual or company and proper identification is required if a bearer is completing the transaction.

What should I do if I lose my Certificate of Fitness?

- Report the matter to the Police immediately and obtain the relevant letter
- Present proper identification along with the Police letter to the Tax Office where the registration plates were issued
- A record of the particulars of the vehicle and the name and address of the owner is issued
- Purchase an examination fee
- Collect your receipt and take it along with the record to the Examination Depot
- The vehicle will be examined and a substitute Certificate of Fitness issued

What should I do if I lose my Driver's Licence?

The following processing steps should be completed at the Tax Office

- Report the loss at the Driver's Licence Section at the Tax Office of original issue or a Tax Office nearest you

NB. Documents to present:

- Tax Registration Number (TRN)
- One (1) recent Passport size photo-graph
- Identification (passport/National ID)
- Any other particulars:
 - ° Driver's Licence Number
 - ° First Issue of Licence
 - ° Copy of Receipt

- Provide the Tax Office with the following information:
 - Name and Address
 - TRN
 - Any other relevant information(see '*Documents to present*')
- The Tax Office will:
 - Conduct a search of the records of the Driver's Licence.
- Present proper identification along with the Police letter to the Tax Office where the registration plates were issued
- A record of the particulars of the vehicle and the name and address of the owner is issued
- Purchase an examination fee
- Collect your receipt and take it along with the record to the Examination Depot
- The vehicle will be examined and a substitute Certificate of Fitness issued
- Contact the **Island Traffic Authority fax(929- 6210)** regarding any Judicial endorsements (*disqualification, convictions, etc*) against the driver's licence.
- Complete and sign the relevant forms provided by the Tax Office, using the information from the search:

Applications for Driver's Licence - Form F1

Application for Issue/Renewal/Substitute - Form F7