

## What documents should I have when Transferring a Motor Vehicle?

- Certificate of Title
- Registration Certificate
- Valid Insurance cover note in buyer's name
- Valid Identification (e.g. Passport, Driver's Licence)
- Valid Certificate of Fitness
- Letter of authorization along with the company's stamp if application is for a company.
- If a lien is attached to the vehicle, the discharge of lien is needed.

**NB. Taxpayer Registration Number (TRN) is required to complete the form**

### How do I transfer a Motor Vehicle?

- Both parties (seller and buyer) should visit at the Tax Office with the necessary documents- (See list under previous question)
- Documents are checked, if in order, the transfer is done on the reverse side of the Title in the presence of the Collector of Taxes.
- The transferee ( buyer) pays transfer fee and collects receipt.
- The Transferee (buyer) pays the required GCT (second sales tax) on vehicles, which are 8 years old and under, based on the cc rating or cwt/ kilo rating.

- The transferee (buyer), if already in possession of registration plates, should submit to the Tax Office the relevant receipt/documents for verification. This should be done before attaching the registration plates to the vehicle purchased.

**N.B. Remember Registration Plates are not transferable from person to person and each pair of plates can only be assigned from one vehicle to another by the Collector of Taxes.**

### How do I obtain a Certificate of Title?

- Complete the form - "Application for Motor Vehicle Transaction (s) - MVO1"
- Submit your Certificate of Fitness, Registration Certificate and Insurance Certificate or Cover Note.
- Pay required fee
- Collect Title in approximately three (3) months.

#### NOTE

This brochure is only a Guide.  
It is NOT a substitute for the  
Road Traffic Act and other relevant  
Legislation

For more information  
Call: 1- 888 – TAX– HELP (829– 4357)  
1- 888 – GO – JA- TAX (465 – 2829)  
Email: [taxhelp@taj.gov.jm](mailto:taxhelp@taj.gov.jm)  
Website: [www.jamaicatax.gov.jm/](http://www.jamaicatax.gov.jm/)  
[www.jamaicatax- online.gov.jm](http://www.jamaicatax-online.gov.jm)  
Facebook: [www.facebook.com/jamaicatax](http://www.facebook.com/jamaicatax)  
Twitter: [@jamaicatax](https://twitter.com/jamaicatax) or  
Visit any tax office nearest you

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# PROCEDURES FOR MOTOR VEHICLE OWNERS





### ***Why should I license my Motor Vehicle?***

**The Road Traffic Act and Regulations** require that any Motor Vehicle or Trailer be registered and licensed before it is used on any public road.

### ***What Documents do I need to Register and License a New Motor Vehicle?***

- Valid Certificate of Fitness
- Valid Insurance Certificate or Cover Note
- Receipt and Invoice from Motor Car Dealer
- Copy of original Import Entry (C78) signed by Customs and two photocopies
- Identification, e.g. Passport or Driver's Licence

**NB. Taxpayer Registration Number (TRN) is required to complete the form.**

- Letter of authorization along with the company stamp if application is for a company
- Private Import - Original and Copy of Import Licence

### ***How do I Register and License a New Motor Vehicle?***

- Complete Application form for new Registration Plates, Registration, Licence and Title (forms obtainable at the Tax Office) and online @ [www.jamaicatax.gov.jm](http://www.jamaicatax.gov.jm)
- Pay required fees and collect appropriate receipts.
- Collect Title in approximately three (3) months..

***N.B. Keep Title in a safe place as you will not be able to transfer your vehicle without it.***

***Keep your registration plate receipt in a safe place. You will need it if you are to transfer your plates to another vehicle at a later date.***

***Motor Vehicles may be licensed for six or twelve months.***

### ***What documents do I need to Renew my Motor Vehicle Licence?***

- Expired Motor Vehicle Registration Certificate
- Valid Certificate of Fitness
- Valid Insurance Certificate or Cover Note

**NB. \* Taxpayer Registration Number (TRN) is required to complete the form**

**\* For renewal of P.P.V. or C.C. Motor Vehicle Licence the Road Licence or letter from Transport Authority is needed.**

### ***What should I do when I Purchase a Second - Hand Vehicle?***

- Ensure that the engine and chassis numbers on the relevant documents agree with the engine and chassis numbers on the vehicle.
- Ensure that there is a Title for the vehicle to be purchased.

