

DRIVERS PERMIT



Uganda Revenue Authority
DEVELOPING UGANDA TOGETHER

A driving permit is a legal document that permits one to drive a motor vehicle on the Road. It is issued to an applicant who is 18 years and above. In the procedure to acquire the driving permit, it necessitates a person to visit both the URA Licensing office and Face Technology Centre.

The 1998 Traffic and Road Safety Act provides that you can acquire a driving permit, a legal document that allows you to drive on the road.

Types of permits

1. Learner's permit

This is a provisional driving permit that allows the holder to learn how to learn to drive a motor vehicle under the supervision of an instructor. This is issued for a renewable period of three months.

Procedure

- Get to any URA licensing office and fill Form VII
- Get Form UCDP1, available at all licensing offices, fill it and get medical certification from any registered medical practitioner.
- Obtain Bank payment advices forms, from the assessing officers at U.R.A, and make payment to the designated bank.
- After payment, return the application forms to the Tax paper service desk at the licensing office, and have your copy of the bank payment form acknowledged.
- Get to the area Face Technologies' centre, after the period as advised by the licensing officer, for your learners permit.
- Upon completion of driving lessons, get to pay test fees from any U.R.A licensing office, and together with a valid Learner's permit apply for a driving test from the area Police Inspectorate of Vehicles driving test office.

2. Full/New driving permit

A full driving permit is issued to a learner driver who has passed a driving test. This is issued for one year or three years and is renewable for similar further periods on expiry. Altogether, there are 12 existing classes, however only 4 classes are permissible for a beginner's driver's license. These include:

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Group B (Passenger vehicles up to 7 people and Goods vehicles up to 3.5 tonnes), Group A (Motorcycles), Group H (Agricultural Tractors) and Group F (Pedestrian controlled Vehicles).



An Applicant
for
a
driver's permit
should be
18 years and
above.

After passing the driving test, apply at the appropriate U.R.A licensing office for a full driving permit. This is issued for one year or three years and is renewable for similar further periods on expiry.

Procedure

- Get to the designated URA licensing office, where your Certificate of Competence has been sent, and fill Forms VII and UCDP1.
- (No need for medical examination if already got one at learner's stage)
- Attach your Learner's permit to forms VII and UCDP1 and obtain Bank Payment Advice Forms for Full Driving permit.
- After making payment to the appropriate bank, submit your application to the Tax payer service desk, at the U.R.A licensing office, and have your Bank payment copy stamped to confirm acknowledgement of receipt of the application.
- Get to the area Face Technologies' centre, as advised by the licensing officer, to pay for and obtain your computerized permit!

Drivers Application Types

1. Driving permit Renewal

Upon expiry of a driver's permit, an application for renewal, for a period of one or three years, may be made to any URA licensing office. Application for renewal should be made within 5 years from the date of issue or renewal; or else the validity of the permit lapses and a new permit must be applied for.

Procedure

- Get to any URA licensing office, with the original expired driving permit, and fill the renewal application Form XII and medical form UCDP1.
- Obtain Bank Payment Advice Forms (assessment) for renewal of driving permit for the preferred period.
- Make payment to the designated bank and return application forms and permit to Tax payer service desk of the assessing licensing office for processing and acknowledgement of receipt.
- Proceed to the area Face Technologies' centre, pay for and obtain a renewed replacement of the permit.

2. Addition / Extension of driving classes

A permit is issued for a specific class or classes of vehicles. However, a person may apply to have a particular class of motor vehicle added to an existing driver's permit for qualifying drivers.

Note: Driving Groups CM (Medium goods vehicles), CH(Heavy goods vehicles),DL (Light Omni Bus),DM(Medium omni bus), DH(Heavy omni bus), G(Engineering Plant),I(Hover vehicles) and E(Combination of vehicles) can only be added on to one's permit if they are 25 years and above and in case of omni bus classes the applicant must have held group B for at least 5 years.



URA
is involved in
tax sensitization
programs
targeting
various
stakeholders
countrywide.

Procedure

- Get to any URA licensing office, with the original driving permit, and obtain Bank payment Advice forms for test fees.
- Where the driving class addition is for class A, B, F or H, also apply for and pay for a provisional / learner driving permit in addition to the test fees.
- Book a Test with the area Inspectorate of Motor vehicles testing centre and undergo testing for the desired driving class.
- After passing the driving test, get to the URA licensing office, as advised by the testing officer, with your original driving permit and test results' reference.
- Fill form TR11 VII and medical form UCDP1, attach the original driving permit and obtain Bank payment Advice Forms for extension fees.
- After payment to the designated bank, return the application to the Tax payer service desk, at the licensing office, and get acknowledgement of receipt thereof.
- Proceed to the area Face Technologies' centre, as advised by the licensing officer, pay for and obtain a replacement permit with the added driving class.

3. Duplicate Driving Permit

This is a replacement permit issued to an applicant when their original driver's permit is lost, defaced or when one seeks to make legal name changes on the permit.

Procedure

- Get to the nearest U.R.A licensing office with a Police report and a newspaper advert copy, of loss of the permit, at least two weeks old.
- In case of a defaced permit, carry the existing permit while cases of names' change require attachment of proof of names change like a certified copy of marriage certificate or a deed poll copy, stamp duty paid affidavit and advert in the Uganda gazette.
- Fill in a duplicate application Form (TR11 VII) and medical form (UCDP1), (may not bear medical practitioner's remarks in case of computerized permits). Attach appropriate documentation above and obtain Bank Advice Forms for duplicate fees.
- After paying in the designated Bank, return the duplicate application to the Tax payer service desk, at the licensing office, for processing and receipt acknowledgement.
- Proceed to the area Face Technologies' centre, as advised by the licensing officer, pay for and obtain a replacement permit.

4. Foreign exchange driving permit

This is the issuance of a Ugandan driving permit in exchange for a foreign driver's permit, from any other country, for qualifying applicants.

Payment for U.R.A fees attracts a bank charge of shs 2.000 in the receiving commercial bank.



Taxpayer Services namely Registration, Filing of Returns and Payment are Available Online

Procedure

- Present the original foreign driving permit, a copy of the permit and one passport size photograph to any U.R.A licensing office for verification and approval. Non Ugandans should avail evidence of legal residence in the country.
- Attach a translation in English, where the foreign driving permit is not written in English.
- Present the attachments above with a dully filled application form (TR11 VII) and a Doctor certified medical form UCDP 1) to the licensing officer for an assessment of foreign exchange fees.
- After payment to the designated bank, return the application to the Tax payer service desk, at the licensing office, for processing and get acknowledgement of receipt.
- Proceed to the area Face Technologies centre, pay for and obtain your Ugandan driving permit.

SUMMARY OF PERMIT FEES PAID

	TYPE OF PERMIT	U.R.A Transaction fees	U.R.A Form Fees	Face Charges	Total
1.	Learners/provisional	18,000	6,000	4.000	28.000
2.	Full/New Driving Permit				
	One year	50,000	6,000	20.000	76.000
	Three years	60,000	6,000	20.000	86.000
3.	Extension (each class)	35,000	6,000	20.000	61.000
4.	Duplicate Driving Permit	35,000	6,000	20.000	61.000
5.	Renewal of Driving Permit				
	One year	40,000	6,000	20.000	66.000
	Three years	50,000	6,000		
6.	Foreign Driving Permit exchange				
	One year	50,000	6,000	20.000	76.000
	Three years	60,000	6,000		
	Test fees (each class)	25,000			

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