




# User manual

Urgent License Printing request



- 1) Open any browser and type <https://applydl.dotm.gov.np> and press Enter. Then login page is displayed as follows: -



Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Transport Management  
Online Driving License System

[License Search](#) [Quota Overview](#) [License Print Check](#) [FAQ](#)

### Applicant Login

☐ Remember Me
 [Forgot your Password?](#)

Login


Don't have an account? [Sign up](#)

Click on Sign-up

अनलाइन आवेदन फाराम गर्ने लगायत अन्य सम्बन्धित विषय सम्बन्धी निर्देशनहरू  
Instructions for filling online application form and others

- नयाँ सवारी चालक अनुमतिपत्र तथा वर्ग थपका लागि यातायात व्यवस्था कार्यालय / यातायात व्यवस्था सेवा कार्यालयले विवरण रनु एवम् निवेदकको बायोमेट्रिक लिने कार्यहरू सार्वजनिक बिदा बाहेक हप्ताको प्रत्येक आइतबार, सोमबार, मंगलबार र बुधबारका दिन गर्ने गर्छ। यसका लागि निवेदकले यस प्रणालीमा आफ्नो निवेदक खाता बनाई प्रत्येक दिनको 15औं दिन अर्थात् 16 दिनभित्र लाइसेन्सको वर्ग कोटा उपलब्ध भएको दिन सम्बन्धित कार्यालयमा अनलाइन आवेदन दर्ता गरी कार्यालय भित्रिडेट लिन सकिनेछ। तत् प्रत्येक 16 औं दिनका लागि नयाँ आवेदन फाराम बिहान 7 बजे (शनिबार / आइतबार / सोमबार / मङ्गलबार) मात्र खुल्ने हुन्छ र कोटा नसकिएसम्म सातै दिन 24 घण्टासम्म फाराम गर्न सकिनेछ। निवेदकले आफ्नो निवेदक खाता एकभन्दा बढी बनाउनु हुँदैन।  
Transport Management Offices / Transport Management Service Offices verify application details and take biometric of an applicant on every 4 days of a week (Sunday, Monday, Tuesday and Wednesday except public holiday) for New Driving License and Category Add. For this, an applicant has to register an online application against the office within each 16 days if quota of license category for the office is remaining by creating applicant account in the system at first. New application form will be opened for each 16th day from 7 AM and an applicant can apply the form online by 7 days and 24 hours till quota of license category is available. An applicant should not create more than one his/her applicant profile in the system.
- अनलाइन आवेदन फाराम भर्दा निवेदकले आफ्नो मोबाइल नम्बर सहित अन्य विवरण सही प्रविष्ट गर्नु पर्दछ।  
Correct information along with applicant's mobile number should be provided while filling up the online application form.

- 2) If you have already username and password for this system, Log into the system by clicking **Login** after providing username and password.
- 3) If you have not username and password for this system, Click on **Sign-up**.
- 4) Fill-up all the required fields as per shown below. (\*) Fields are mandatory to fill-up. Then click on **Sign-up** Button.



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[License Search](#) [Quota Overview](#) [License Print Check](#) [FAQ](#)

### Applicant Registration

\*requires minimum 8 characters, uppercase, lowercase, number and symbol

Sign Up

Already have an account? [Login](#)

Click On sign-up

अनलाइन आवेदन फाराम गर्ने लगायत अन्य सम्बन्धित विषय सम्बन्धी निर्देशनहरू  
Instructions for filling online application form and others

- नयाँ सवारी चालक अनुमतिपत्र तथा वर्ग थपका लागि यातायात व्यवस्था कार्यालय / यातायात व्यवस्था सेवा कार्यालयले विवरण रनु एवम् निवेदकको बायोमेट्रिक लिने कार्यहरू सार्वजनिक बिदा बाहेक हप्ताको प्रत्येक आइतबार, सोमबार, मंगलबार र बुधबारका दिन गर्ने गर्छ। यसका लागि निवेदकले यस प्रणालीमा आफ्नो निवेदक खाता बनाई प्रत्येक दिनको 15औं दिन अर्थात् 16 दिनभित्र लाइसेन्सको वर्ग कोटा उपलब्ध भएको दिन सम्बन्धित कार्यालयमा अनलाइन आवेदन दर्ता गरी कार्यालय भित्रिडेट लिन सकिनेछ। तत् प्रत्येक 16 औं दिनका लागि नयाँ आवेदन फाराम बिहान 7 बजे (शनिबार / आइतबार / सोमबार / मङ्गलबार) मात्र खुल्ने हुन्छ र कोटा नसकिएसम्म सातै दिन 24 घण्टासम्म फाराम गर्न सकिनेछ। निवेदकले आफ्नो निवेदक खाता एकभन्दा बढी बनाउनु हुँदैन।  
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Correct information along with applicant's mobile number should be provided while filling up the online application form.
- पहिचान पट्टिपत्र (नागरिकता, पासपोर्ट र लाइसेन्स) को मूल स्वचान गरीएको प्रतिलिपि अपलोड गर्नुपर्छ।  
Original scanned copy of identity documents (citizenship, passport and license) must be uploaded.
- विवरण रनु एवम् बायोमेट्रिकका लागि प्राप्त गरेको कार्यालय भित्रिडेटमा निवेदक उपस्थित हुन नसकेको अवस्थामा सो मितिबाट 15 दिन पछि मात्र पुनः अनलाइन आवेदन गर्न सकिनेछ।



- 2.1) After clicking on **Sign-up** button, you will receive the SMS OTP code on the provided mobile number. Type that OTP Code and click on the **Confirm** button.

अनलाइन आवेदन फारम भर्ने लगायत अन्य सम्बन्धित विषय सम्बन्ध  
Instructions for filling online application form and others

Enter OTP Code

7 0 4 6 9 0

Confirm

Resend OTP after 144s

Sign Up

3. पाहचान पत्र (नागरिकता, पासपोर्ट र लाइसेन्स) को मूल टक्कान गति  
Original scanned copy of identity documents (citizenship, pass

Note that Please remember your username and password to log into the system.

- 5) Your Dashboard will be shown as below:-

Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Transport Management  
Online Driving License System

Home How to Use 092221-207709-2116

Welcome to Online Driving License system. Your username is 092221-207709-2116. Keep it safe for future login. Got It!

Applicant Portal ( आवेदक पोर्टल )

Personal Details ( व्यक्तिगत विवरण )

Address ( ठेगाना )

Citizenship Details ( नागरिकता विवरण )

Passport Details ( राहदानी विवरण )

Apply for Driving License ( चालक अनुमतिपत्र आवेदन )

Change Mobile Number ( मोबाइल नम्बर परिवर्तन )

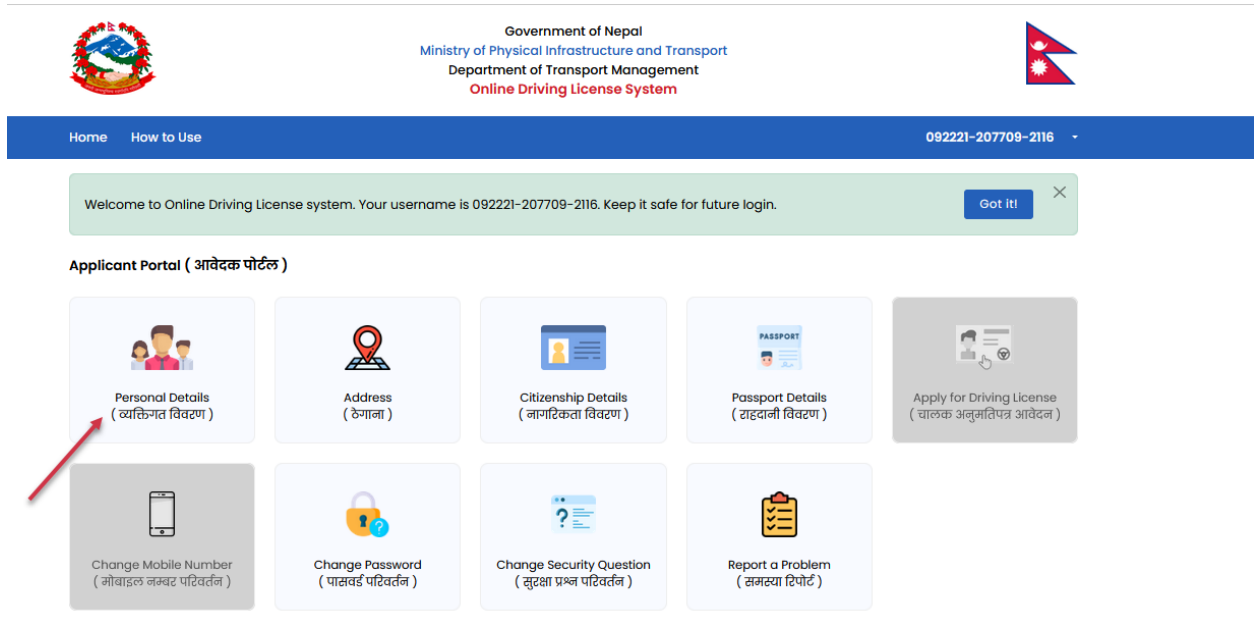
Change Password ( पासवर्ड परिवर्तन )

Change Security Question ( सुरक्षा प्रश्न परिवर्तन )

Report a Problem ( समस्या रिपोर्ट )



6) if you have not created your user profile in the system, then only Click on the **Personal Details**.












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Online Driving License System

Home How to Use 092221-207709-2116

Welcome to Online Driving License system. Your username is 092221-207709-2116. Keep it safe for future login. [Got It!](#)

**Applicant Portal ( आवेदक पोर्टल )**

 Personal Details ( व्यक्तिगत विवरण )	 Address ( ठेगाना )	 Citizenship Details ( नागरिकता विवरण )	 Passport Details ( राहदानी विवरण )	 Apply for Driving License ( चालक अनुमतिपत्र आवेदन )
 Change Mobile Number ( मोबाइल नम्बर परिवर्तन )	 Change Password ( पासवर्ड परिवर्तन )	 Change Security Question ( सुरक्षा प्रश्न परिवर्तन )	 Report a Problem ( समस्या रिपोर्ट )	

**4.1)** Fill-up all the required fields on the form and click on **Submit** button. You select **“Yes”** for the Question **“Have you a Driving License?”**.



## Personal Details ( व्यक्तिगत विवरण )

Date of Birth ( जन्म मिति )

2030-01-22 (1973-05-04)

\*

Gender ( लिंग )

Male

v \*

Blood Group ( रक्त समूह )

O+

v \*

Nearby Office ( पायक पर्ने कार्यालय )

Transport Management Service Office, Hetauda

v \*

## Guardian Information ( अभिभावक विवरण )

Name ( नाम )

sharma paudel

\*

Relationship ( सम्बन्ध )

Father

v

## Other Information ( अन्य विवरण )

Education ( शिक्षा )

Graduate

v \*

Occupation ( व्यवसाय )

Engineer

v \*

Computer Knowledge ( कम्प्युटर ज्ञान )

Expert

v \*

Country ( देश )

Nepal

v \*

Have a driving license? ( तपाईंसँग चालक अनुमति पत्र छ ? )

Yes

v

Submit



7) Fill-up the Permanent and Temporary Address as per below and click on **Submit** button.

Profile updated. Now fill up your addresses.



Address ( ठेगाना )

[Applicant Portal](#) > Address

Permanent Address ( स्थाई ठेगाना )

Province ( प्रदेश )

Bagmati ( बागमती )



District ( जिल्ला )

Kathmandu ( काठमाडौं )



(Rural) Municipality ( नगर/गाँउ पालिका )

Kathmandu



Ward No. ( वडा नं )

22



City ( सहर/गाँउ )

Kathmandu



Tole ( टोल )

kathmandu

Temporary Address ( अस्थायी ठेगाना )

Same as Permanent

Province ( प्रदेश )

Bagmati ( बागमती )



District ( जिल्ला )

Kathmandu ( काठमाडौं )



(Rural) Municipality ( नगर/गाँउ पालिका )

Kathmandu



Ward No. ( वडा नं )

22



City ( सहर/गाँउ )

Kathmandu



Tole ( टोल )

kathmandu

Submit



- 8) Fill-up the Citizenship details, Photo of Front side and back side of Citizenship and click on **Submit** button.



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Online Driving License System



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Address updated. Continue filling up rest of your profile.

Citizenship ( नागरिकता आधारभूत जानकारी )

[Applicant Portal](#) > [Citizenship](#)

#### Basic Information ( आधारभूत जानकारी )

Citizenship Number ( नागरिकता नं )

101520

Citizenship Type ( नागरिकताको किसिम )

Descendants ( वंशज )

Issue District ( जारि जिल्ला )

Kathmandu ( काठमाडौं )

Issue Date ( जारि मिति )

2049-06-10 ( 1992-09-26 )

#### Citizenship Images ( नागरिकताको फोटोहरू )

Front Face ( अगाडिको प्रति )

Browse...

front.jpg

Back Face ( पछाडिको प्रति )

Browse...

back.jpg

Image Preview



\*Image file must be less than 1MB in size

Image Preview




\*Image file must be less than 1MB in size

**Submit**






6.1) Fill-up the all the required fields according to the Citizenship and Guardian Details. Then Click on **Submit** Button.



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Department of Transport Management  
Online Driving License System



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Citizenship Additional Information ( नागरिकता अतिरिक्त जानकारी )
[Applicant Portal](#) > [Citizenship Additional Information](#)

**Address on Citizenship ( नागरिकतामा भएको ठेगाना )**

Provincial
- OR -
Zonal

<p>Zone ( अञ्चल )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>Bagmati ( बागमती )</span> <span>▼ *</span> </div>	<p>District ( जिल्ला )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>Kathmandu ( काठमाडौं )</span> <span>▼ *</span> </div>
<p>VDC/Municipality ( गाविस/नगरपालिका )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>Kathmandu</span> <span>▼ *</span> </div>	<p>Ward No. ( वडा नं )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>22</span> <span>*</span> </div>
<p>City ( सहर/गाँउ )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>kathmandu</span> <span>*</span> </div>	<p>Tole ( टोल )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>kathmandu</span> </div>

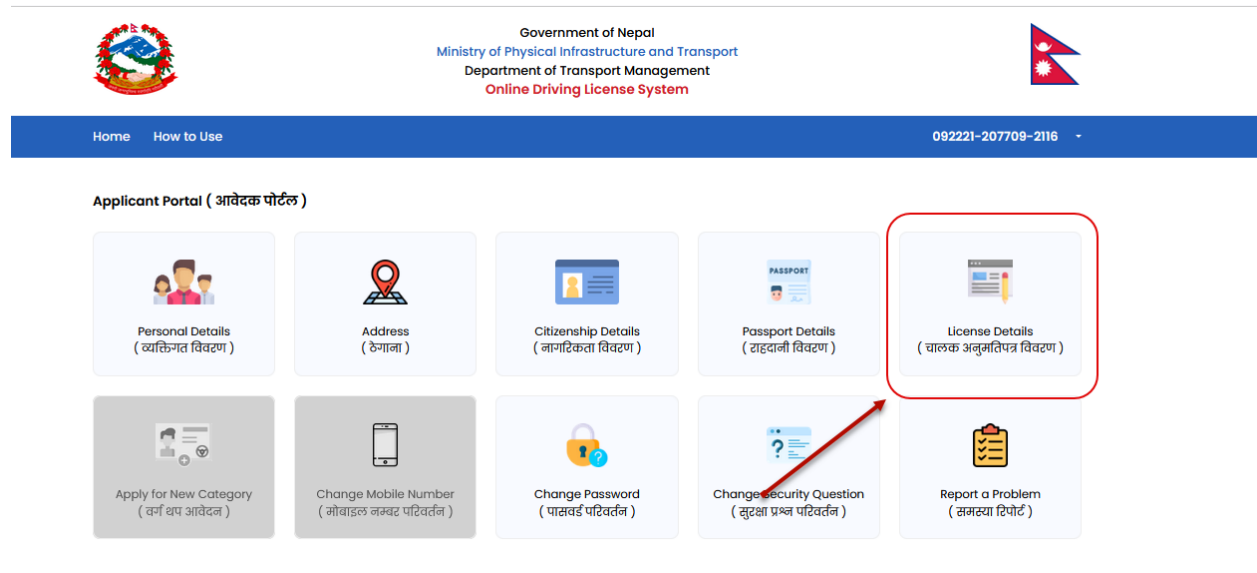
**Guardian Details ( तीनपुस्ता विवरण )**

<p>Grand Father's Name ( बाजेको नाम )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>shree sharma paudel</span> <span>*</span> </div>	<p>Father's Name ( बुवाको नाम )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>sharma paudel</span> </div>
<p>Mother's Name ( आमाको नाम )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>mata paudel</span> </div>	<p>Spouse's Name ( पति/पत्नीको नाम )</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span>Spouse's Name</span> </div>

Submit



- 9) After creation of your account profile, you will again return back to Dashboard and Click on **License Details** button.



- 7.1) Now Enter Your License Details in correct Way using (-) in your license Number field.


(Note: -Applicants having Smart card license, only fill-up the license details.)



Choose on the Category you have passed your trial and Click **Submit** button.

**Documents ( कागजातहरू )**  
License Image ( अनुमतिपत्रको तस्विर )  

Browse... 55.jpg

  
Image Preview  
  
\*Image file must be less than 1MB in size

**Received Categories ( प्राप्त भइसकेको वर्गहरू )**

<input type="checkbox"/> K	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> C1	<input type="checkbox"/> D	<input type="checkbox"/> E
<input type="checkbox"/> F	<input type="checkbox"/> G	<input type="checkbox"/> H	<input type="checkbox"/> H1	<input type="checkbox"/> H2	<input type="checkbox"/> I	<input type="checkbox"/> I1
<input type="checkbox"/> I2	<input type="checkbox"/> I3	<input type="checkbox"/> J1	<input type="checkbox"/> J2	<input type="checkbox"/> J3	<input type="checkbox"/> J4	<input type="checkbox"/> J5


**Submit**




- 10) You will see “**Urgent SmartCard Printing**” option visible. Click on **Urgent SmartCard Printing** button for fast printing.

License details submitted. Now you can proceed with Add Category process after license is approved. ✕


**Applicant Portal ( आवेदक पोर्टल )**




Personal Details  
( व्यक्तिगत विवरण )




Address  
( ठेगाना )




Citizenship Details  
( नागरिकता विवरण )




Passport Details  
( राहदानी विवरण )




License Details  
( चालक अनुमतिपत्र विवरण )




Apply for New Category  
( वर्ग थप आवेदन )




**Urgent SmartCard Printing**  
( अत्यावश्यक कार्ड प्रिन्टिंग )




Change Mobile Number  
( मोबाइल नम्बर परिवर्तन )



Change Password  
( पासवर्ड परिवर्तन )



Change Security Question  
( सुरक्षा प्रश्न परिवर्तन )



Report a Problem  
( समस्या रिपोर्ट )



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Ministry of Physical Infrastructure and Transport  
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**Request Urgent Printing ( अत्यावश्यक छपाई आवेदन )**

[Applicant Portal](#) > [Request Urgent Printing](#)

**Urgent Licence Print ( अत्यावश्यक आवेदन )**

Reason ( कारण )

Reason of urgency

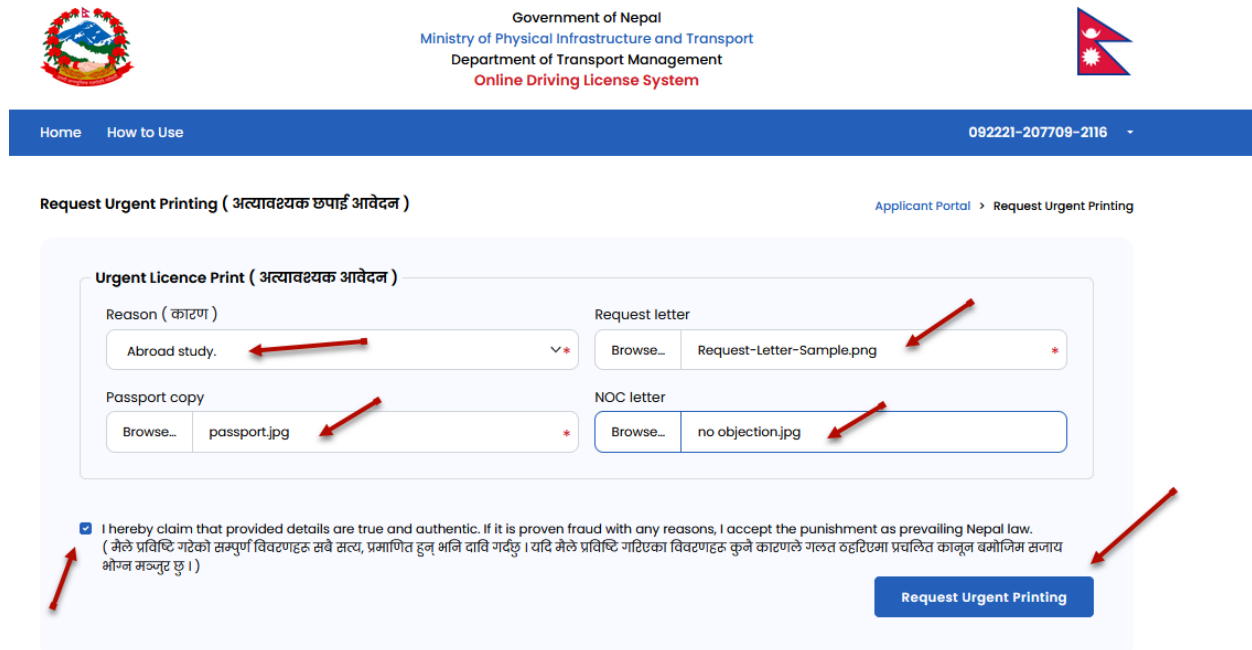
☐ I hereby claim that provided details are true and authentic. If it is proven fraud with any reasons, I accept the punishment as prevailing Nepal law.  
( मैले प्रविष्टि गरेको सम्पूर्ण विवरणहरू सबै सत्य, प्रमाणित हुन् भनि दावि गर्दछु । यदि मैले प्रविष्टि गरिएका विवरणहरू कुनै कारणले गलत ठहरिएमा प्रचलित कानून बमोजिम सजाय भोग्न मञ्जुर छु । )

[Request Urgent Printing](#)



Note: -Fill-up all the information correctly with proper Reason. Upload the original scan copy of original required document. if no any technical problem will occur, then your smart card will be printed within 3 working days from the verified date and you can collect your smart card license from the Department of Transport Management, Minbhawan, Kathmandu after three working days. While visiting the department, carry all the original copies of whatever uploaded into the system along with printed application and show these documents on Help Desk to collect the cards.

9) Select the reason and upload the documents. Then Click on **Request Urgent Printing**.



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Request Urgent Printing ( अत्यावश्यक छपाई आवेदन ) Applicant Portal > Request Urgent Printing

**Urgent Licence Print ( अत्यावश्यक आवेदन )**

Reason ( कारण )  
Abroad study. \*

Request letter  
Browse... Request-Letter-Sample.png \*

Passport copy  
Browse... passport.jpg \*

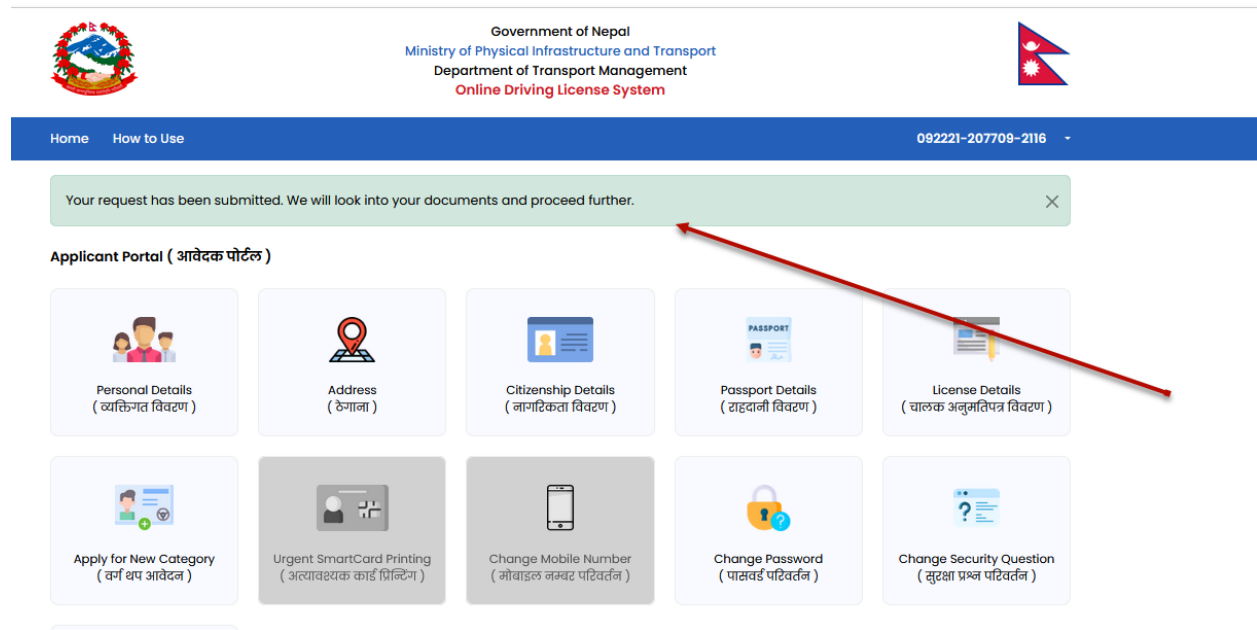
NOC letter  
Browse... no objection.jpg \*

☒ I hereby claim that provided details are true and authentic. If it is proven fraud with any reasons, I accept the punishment as prevailing Nepal law.  
( मेलै प्रविष्टि गरेको सम्पूर्ण विवरणहरू सबै सत्य, प्रमाणित हुन् भनि दावि गर्दैछु । यदि मेलै प्रविष्टि गरिएका विवरणहरू कुनै कारणले गलत ठहरिएमा प्रचलित कानून बमोजिम सजाय भोग्न मञ्जुर छु । )

Request Urgent Printing

10) After successful submission of the application, following message will be displayed on your dashboard.





Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Transport Management  
Online Driving License System

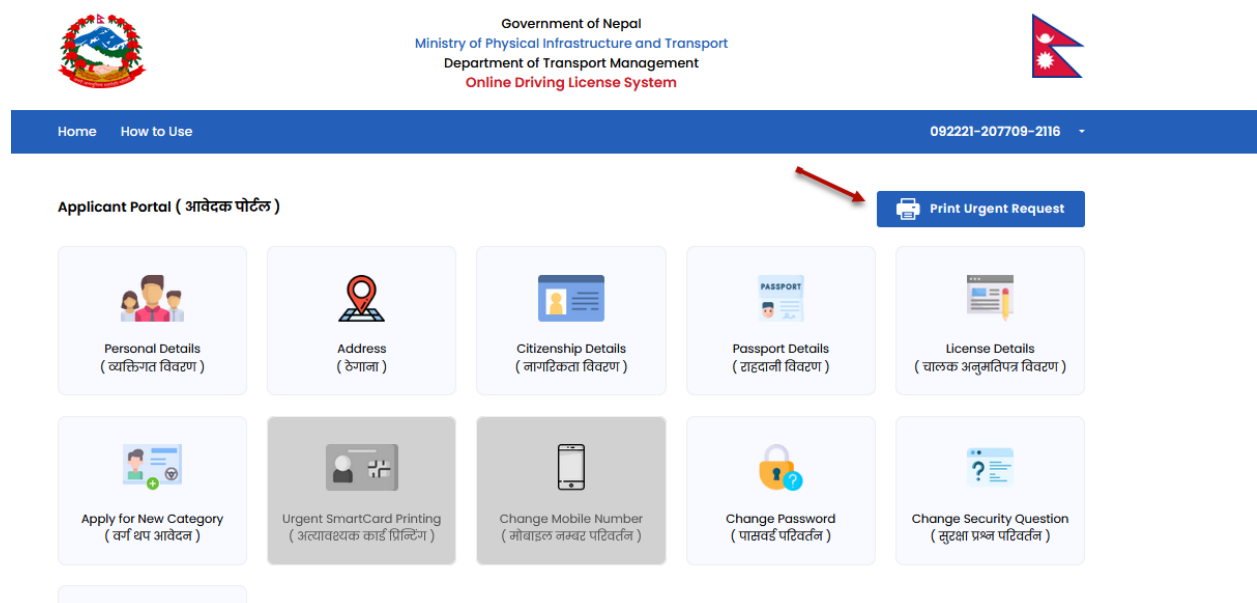
Home How to Use 092221-207709-2116

Your request has been submitted. We will look into your documents and proceed further.

Applicant Portal ( आवेदक पोर्टल )

- Personal Details ( व्यक्तिगत विवरण )
- Address ( ठेगाना )
- Citizenship Details ( नागरिकता विवरण )
- Passport Details ( राहदानी विवरण )
- License Details ( चालक अनुमतिपत्र विवरण )
- Apply for New Category ( वर्ग थप आवेदन )
- Urgent SmartCard Printing ( अत्यावश्यक कार्ड प्रिन्टिंग )
- Change Mobile Number ( मोबाइल नम्बर परिवर्तन )
- Change Password ( पासवर्ड परिवर्तन )
- Change Security Question ( सुरक्षा प्रश्न परिवर्तन )

11) After the verification of the Document and details, Application Print option will be displayed as follows:



Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Transport Management  
Online Driving License System

Home How to Use 092221-207709-2116

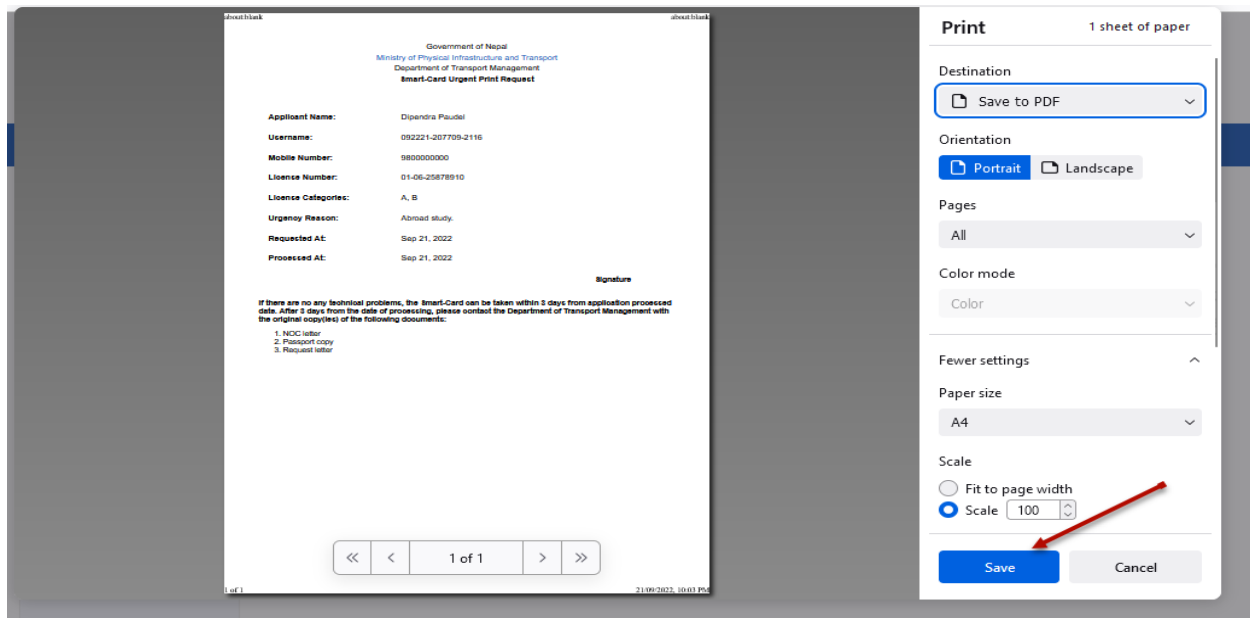
Applicant Portal ( आवेदक पोर्टल )

Print Urgent Request

- Personal Details ( व्यक्तिगत विवरण )
- Address ( ठेगाना )
- Citizenship Details ( नागरिकता विवरण )
- Passport Details ( राहदानी विवरण )
- License Details ( चालक अनुमतिपत्र विवरण )
- Apply for New Category ( वर्ग थप आवेदन )
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- Change Mobile Number ( मोबाइल नम्बर परिवर्तन )
- Change Password ( पासवर्ड परिवर्तन )
- Change Security Question ( सुरक्षा प्रश्न परिवर्तन )

Download the application and print it as follows:-





Sign the application and submit the application with all documents to desk of Department of Transport Management on visit date to collect your smart card license.

Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Transport Management  
**Smart-Card Urgent Print Request**

<b>Applicant Name:</b>	Dipendra Paudel
<b>Username:</b>	092221-207709-2116
<b>Mobile Number:</b>	9800000000
<b>Licence Number:</b>	01-06-25878910
<b>Licence Categories:</b>	A, B
<b>Urgency Reason:</b>	Abroad study.
<b>Requested At:</b>	Sep 21, 2022
<b>Processed At:</b>	Sep 21, 2022

**Signature**

If there are no any technical problems, the Smart-Card can be taken within 3 days from application processed date. After 3 days from the date of processing, please contact the Department of Transport Management with the original copy(ies) of the following documents:

1. NOC letter
2. Passport copy
3. Request letter

