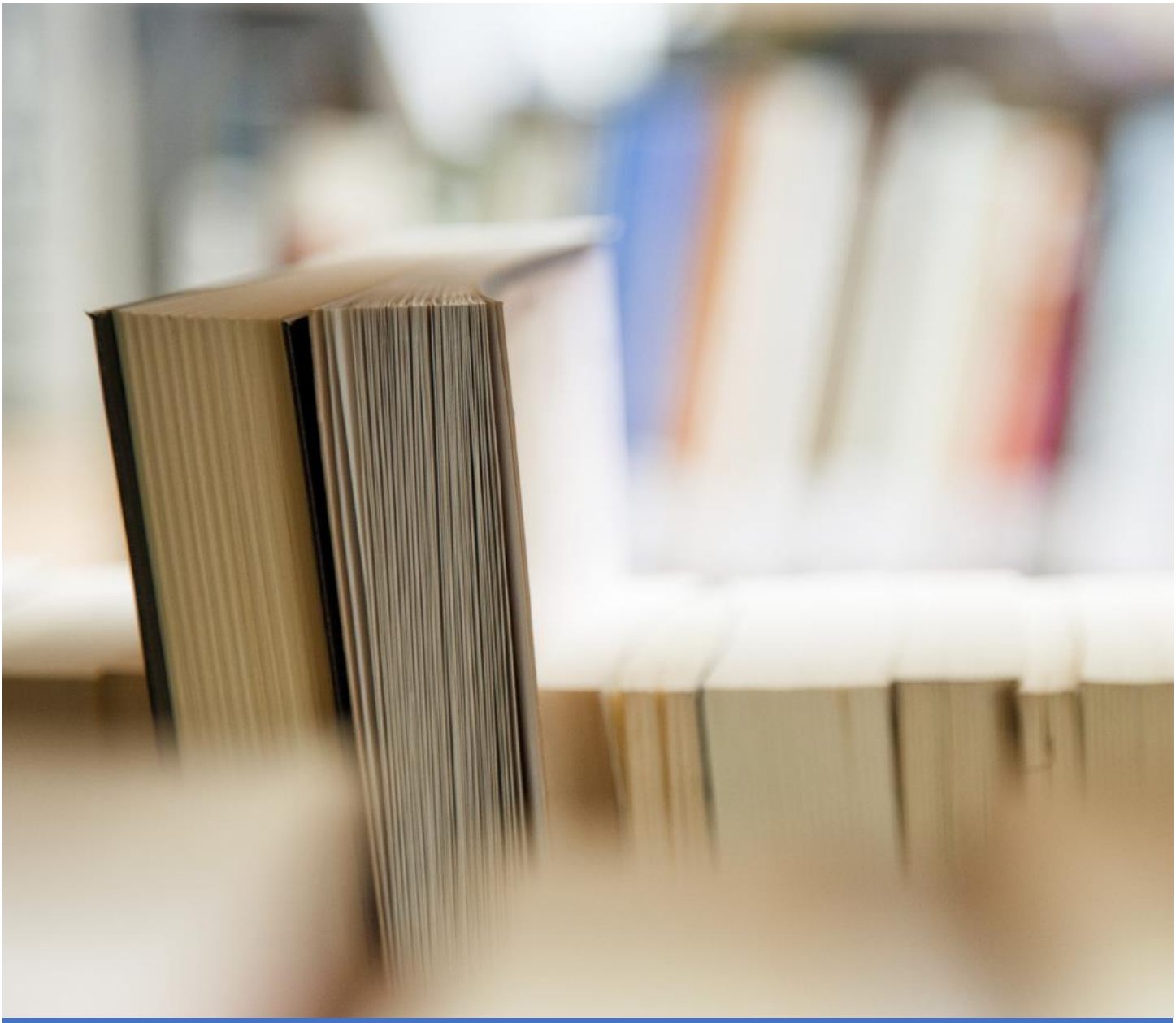


User manual

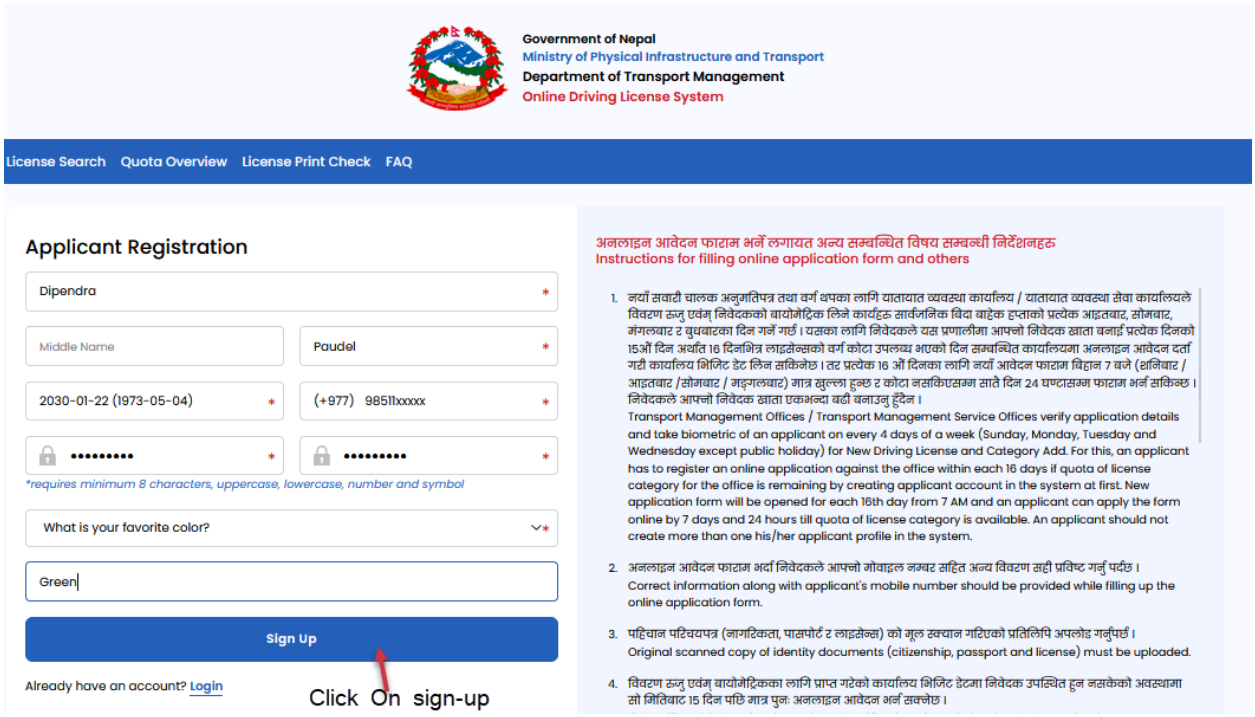
Urgent License Printing request

DOTM 9/21/22

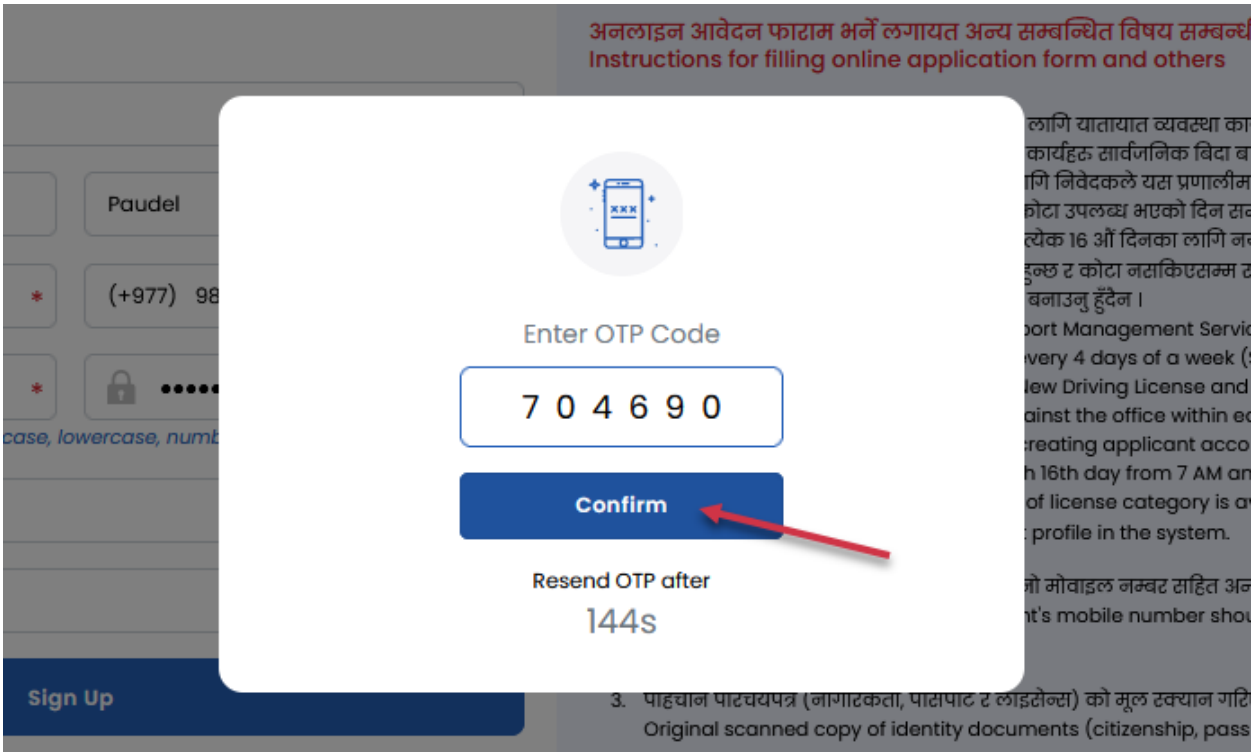
1) Open any browser and type https://applydl.dotm.gov.np and press Enter. Then login page is displayed as follows: -

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.

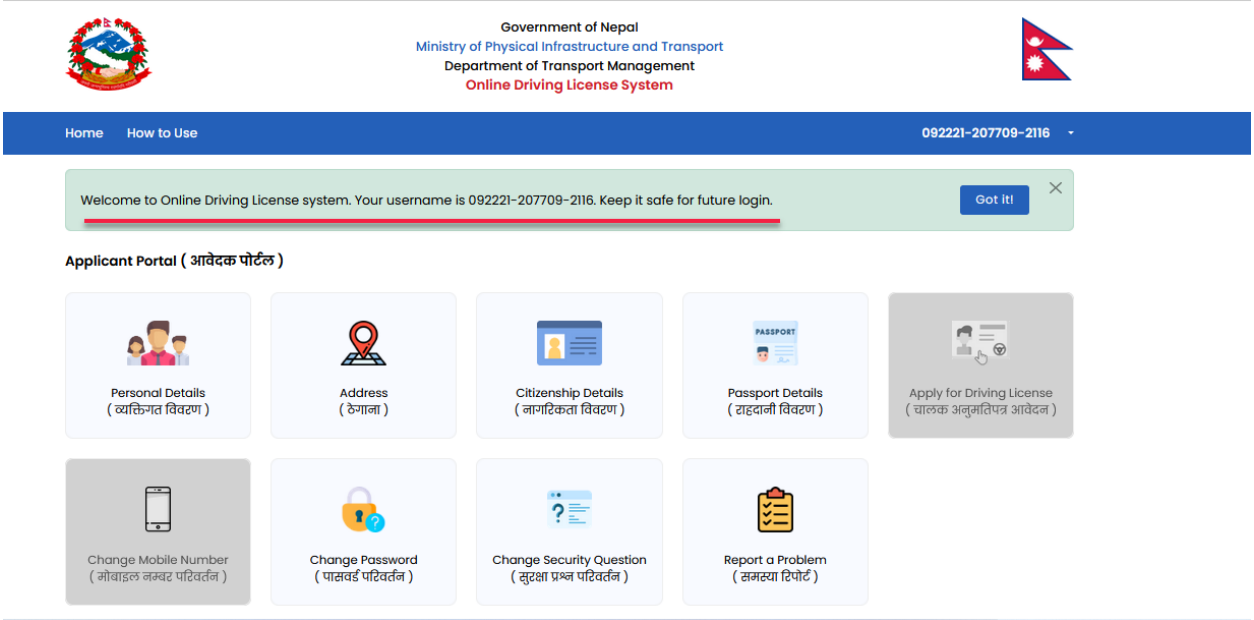


2.1) After clicking on **Sign-up** button, you will receive the SMS OTP code on the provided mobile number. Type that OTP Code and click on the **Confirm** button.

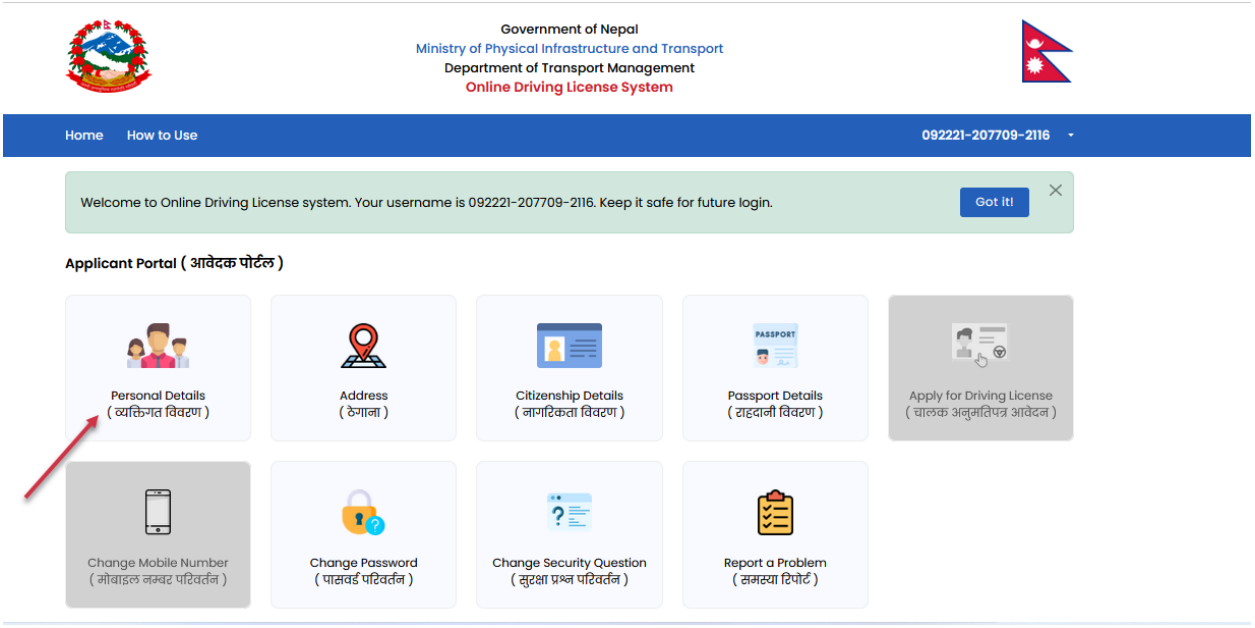


Note that Please remember your username and password to log into the system.

5) Your Dashboard will be shown as below:-



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



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 (लिङ्ग) *
Male

Blood Group (रक्त समूह) *
O+

Nearby Office (पायक पर्ने कार्यालय) *
Transport Management Service Office, Hetauda

Guardian Information (अभिभावक विवरण)

Name (नाम) *
sharma paudel

Relationship (सम्बन्ध)
Father

Other Information (अन्य विवरण)

Education (शिक्षा) *
Graduate

Occupation (व्यवसाय) *
Engineer

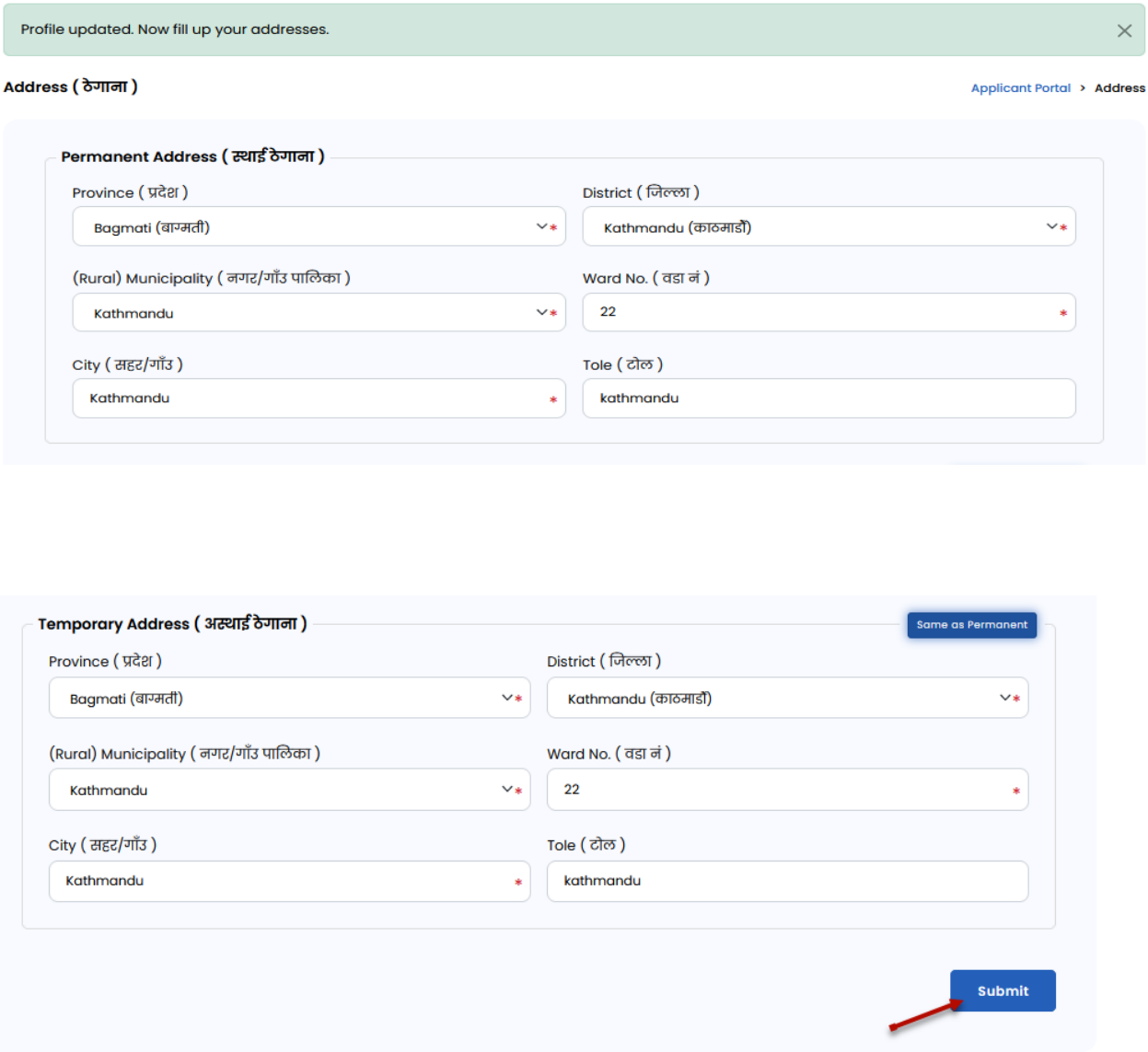
Computer Knowledge (कम्प्युटर ज्ञान) *
Expert

Country (देश) *
Nepal

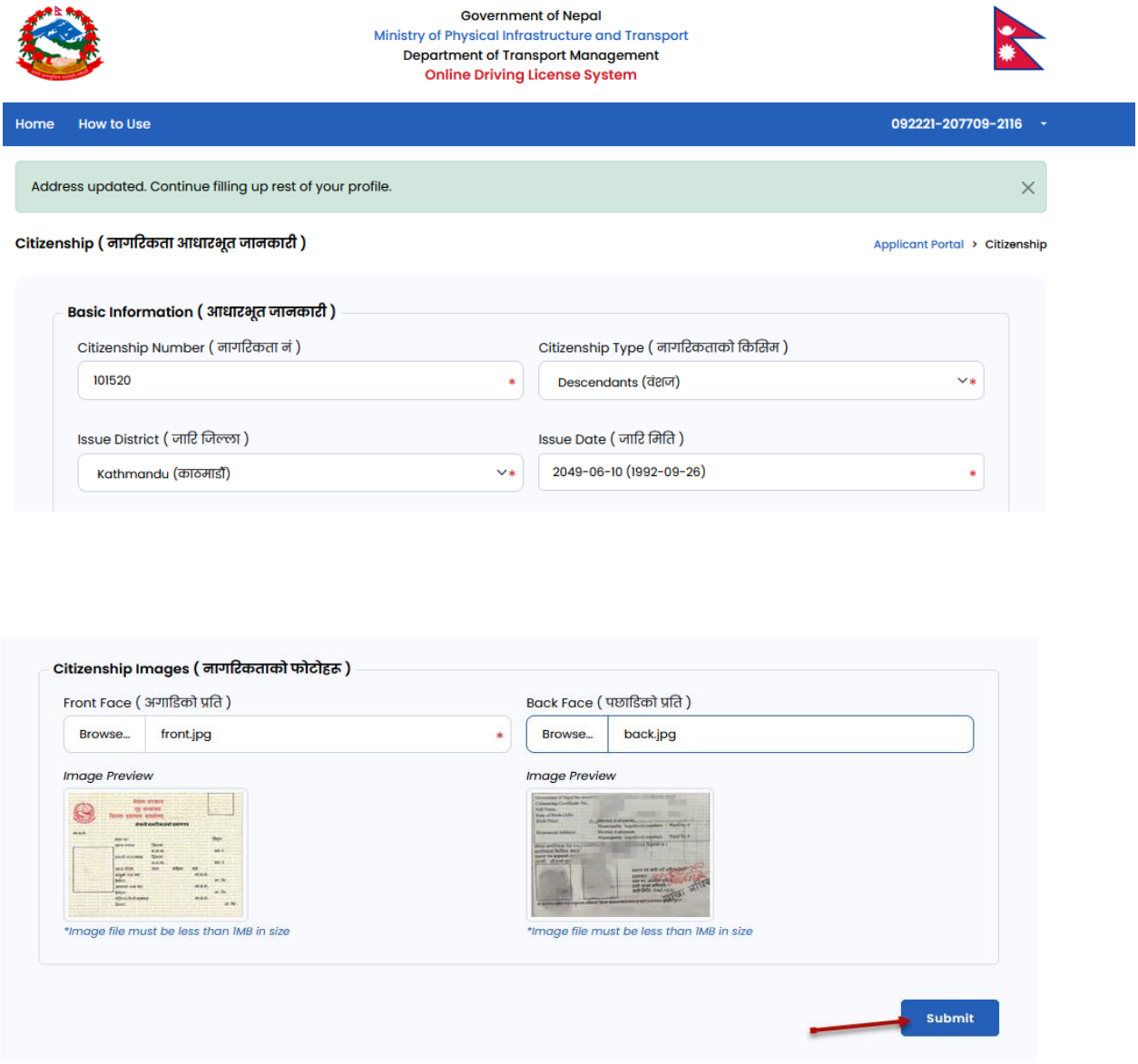
Have a driving license? (तपाईंसँग चालक अनुमती पत्र छ?)
Yes

Submit

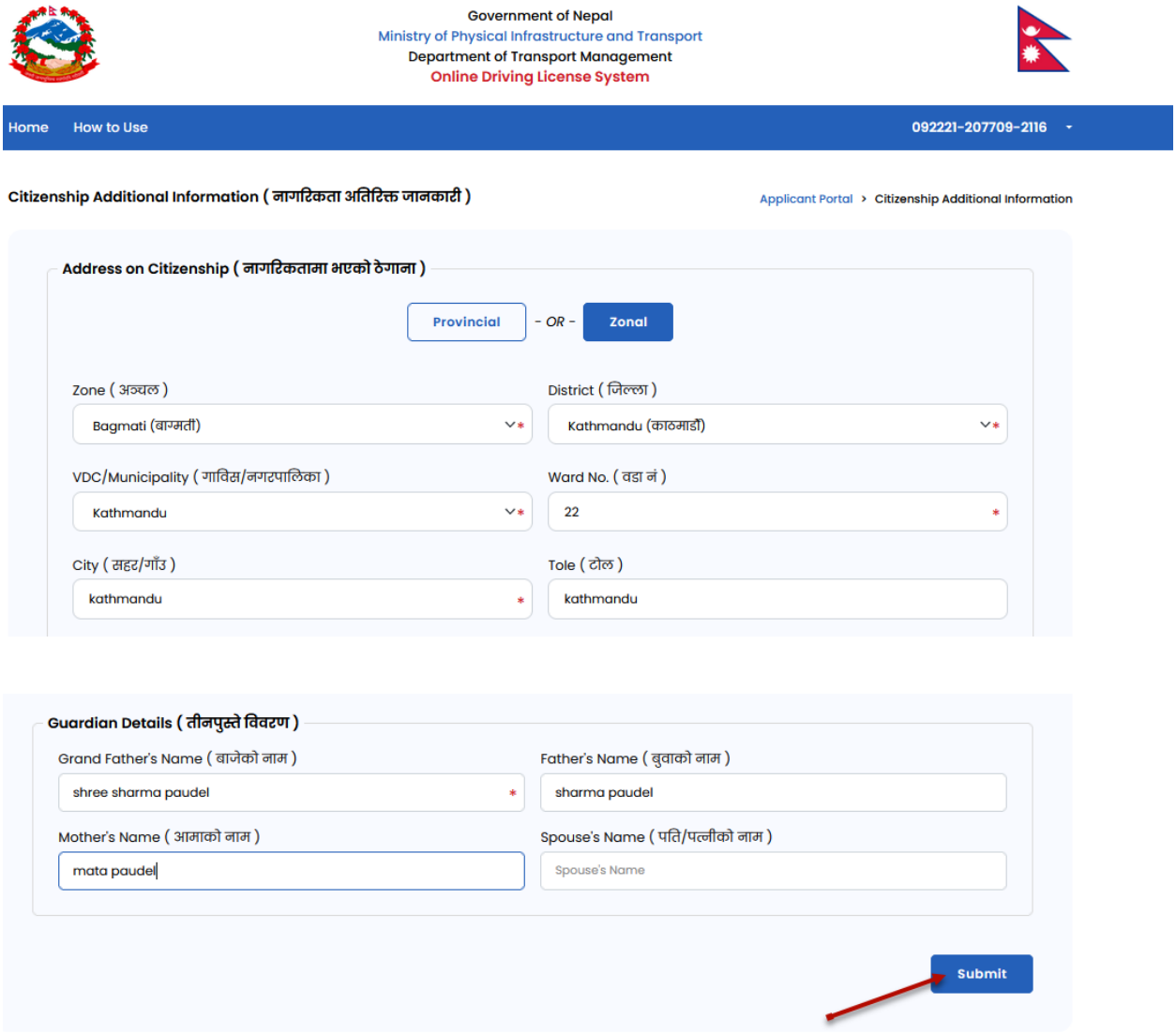
7) Fill-up the Permanent and Temporary Address as per below and click on **Submit** button.



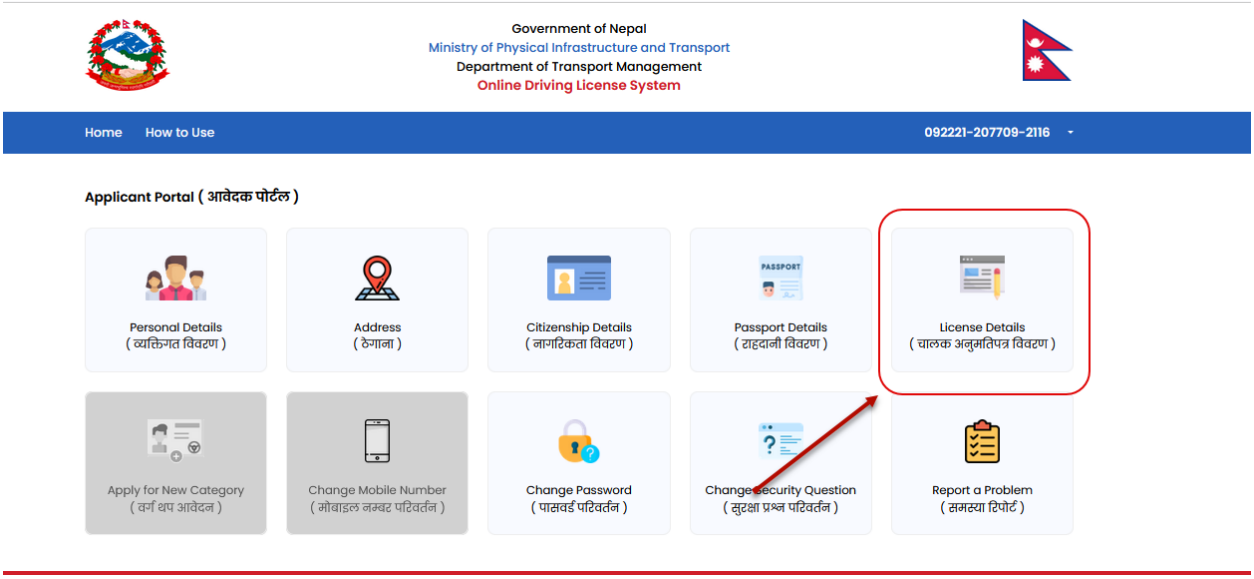
8) Fill-up the Citizenship details, Photo of Front side and back side of Citizenship and click on **Submit** button.



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

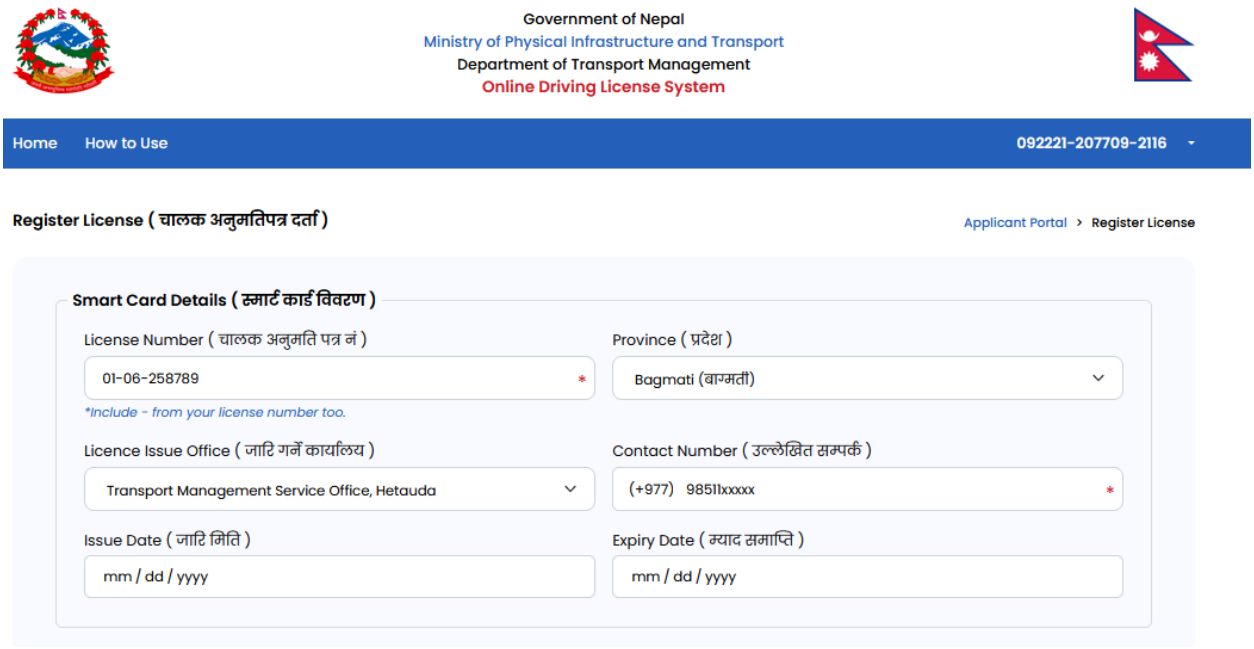


9) After creation of your account profile, you will again return back to Dashboard and Click on **License Details** button.

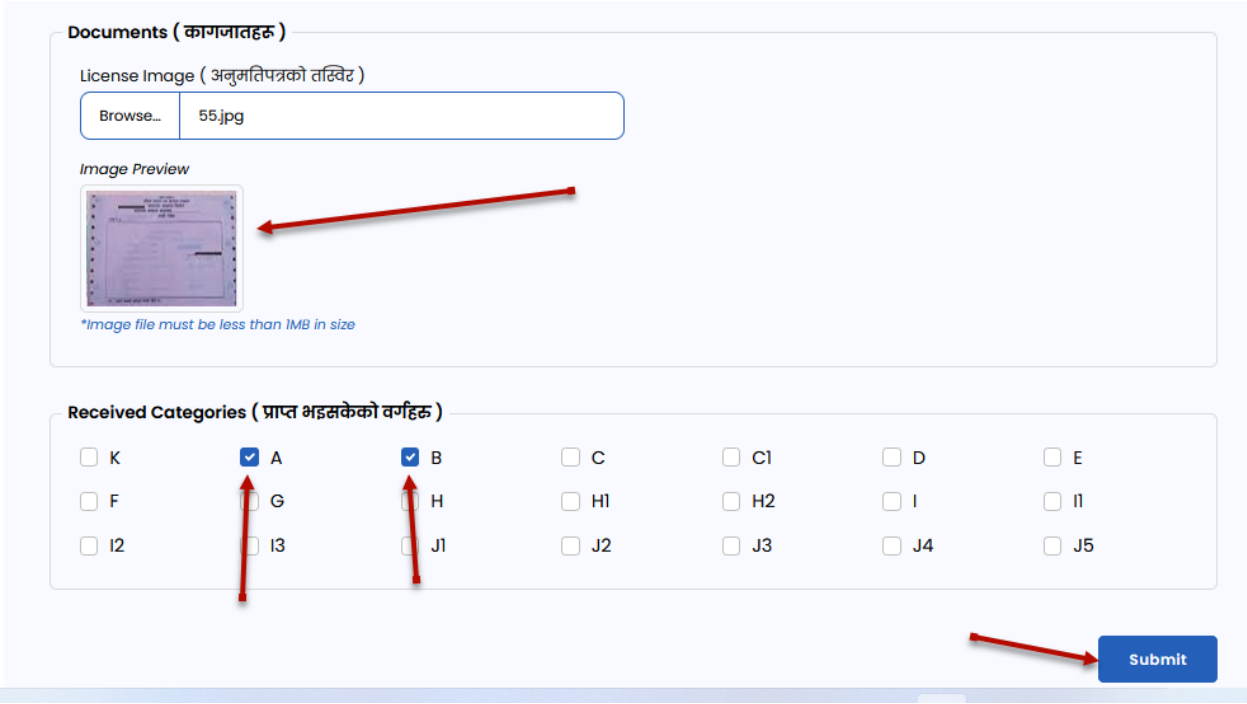


7.1) Now Enter Your License Details in correct Way using (-) in your license Number field.

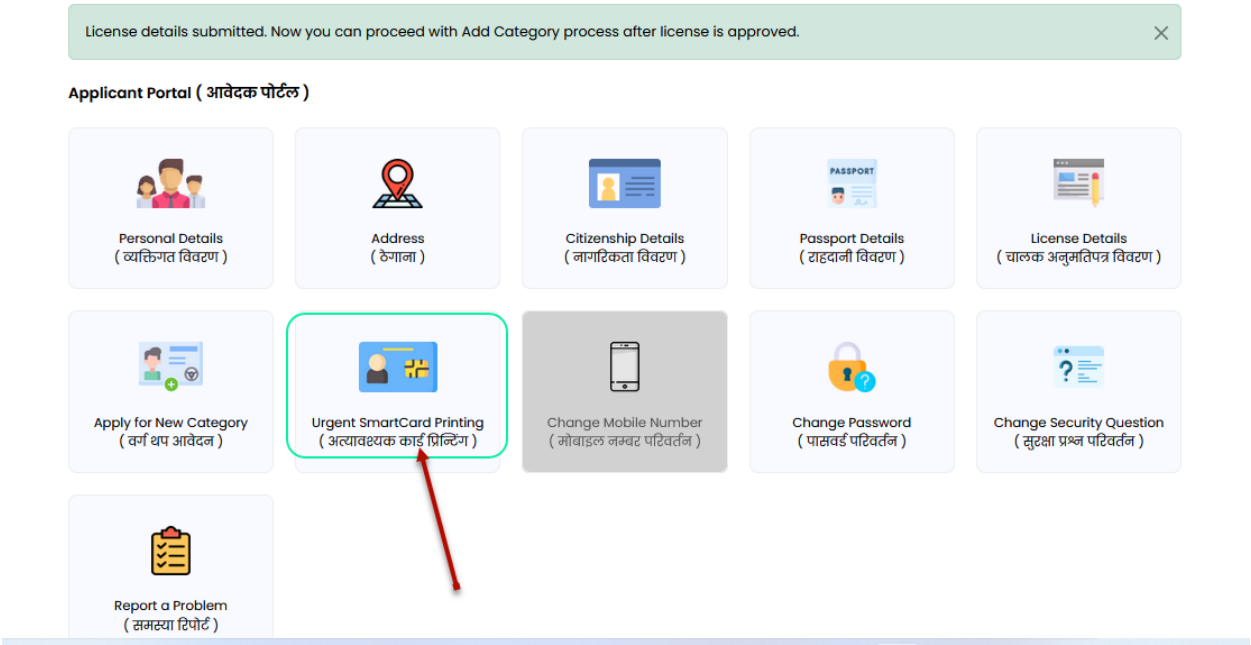
(Note: -Applicants having Smart card license, only fill-up the license details.)



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

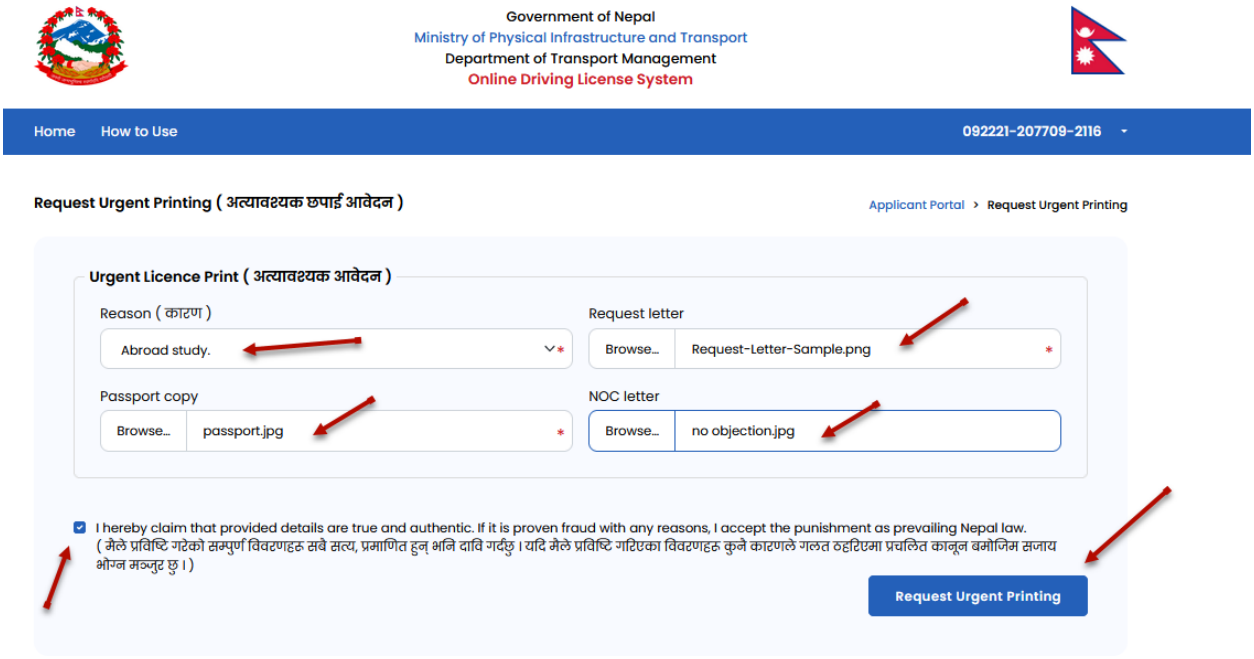


10) You will see "**Urgent SmartCard Printing**" option visible. Click on **Urgent SmartCard Printing** button for fast printing.

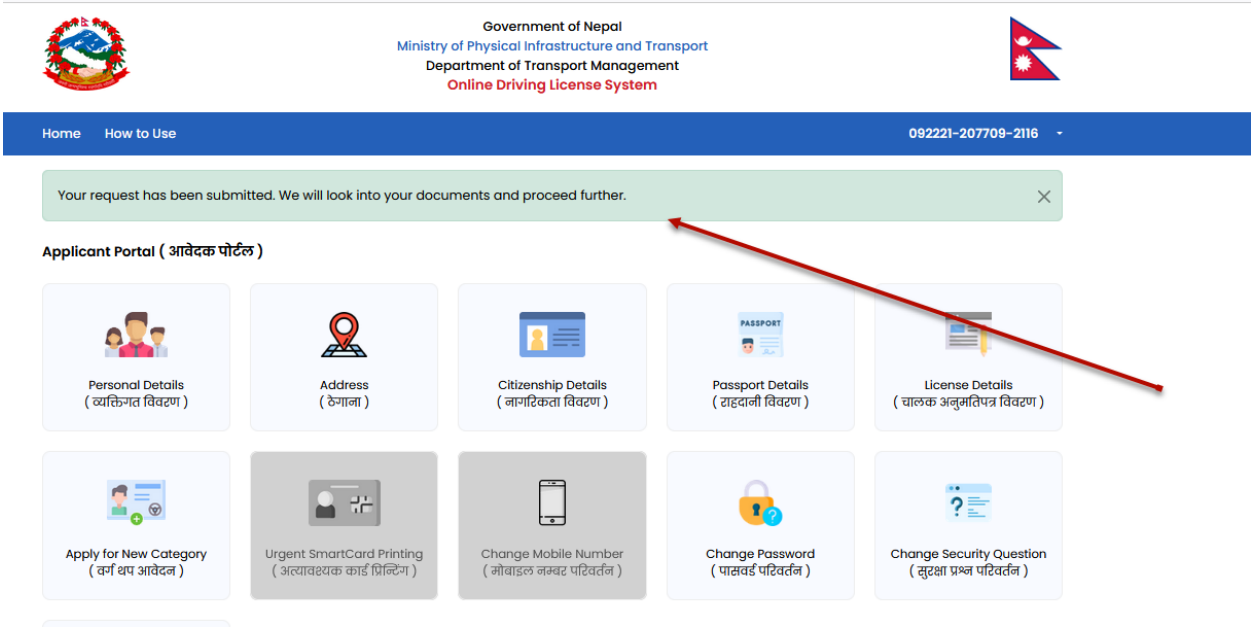


Note: -Fill-up all the information correctly with proper Reason. Upload the original scan copy of original required document. if no any technical problem will occur, then your smart card will be printed within 3 working days from the verified date and you can collect your smart card license from the 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.

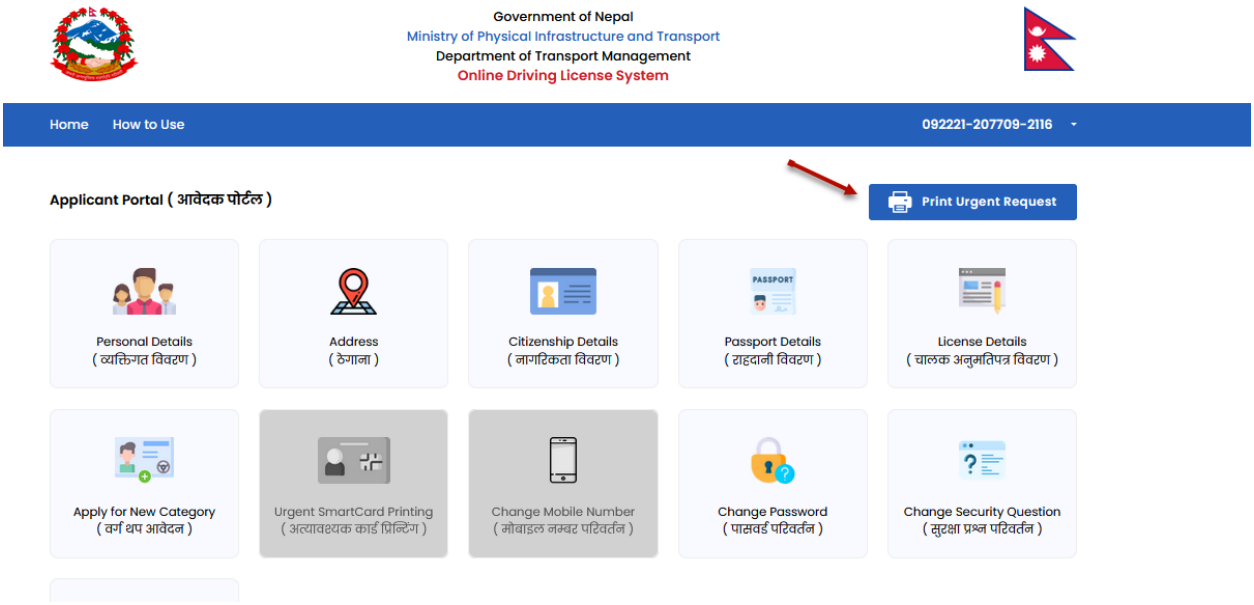
9) Select the reason and upload the documents. Then Click on **Request Urgent Printing**.



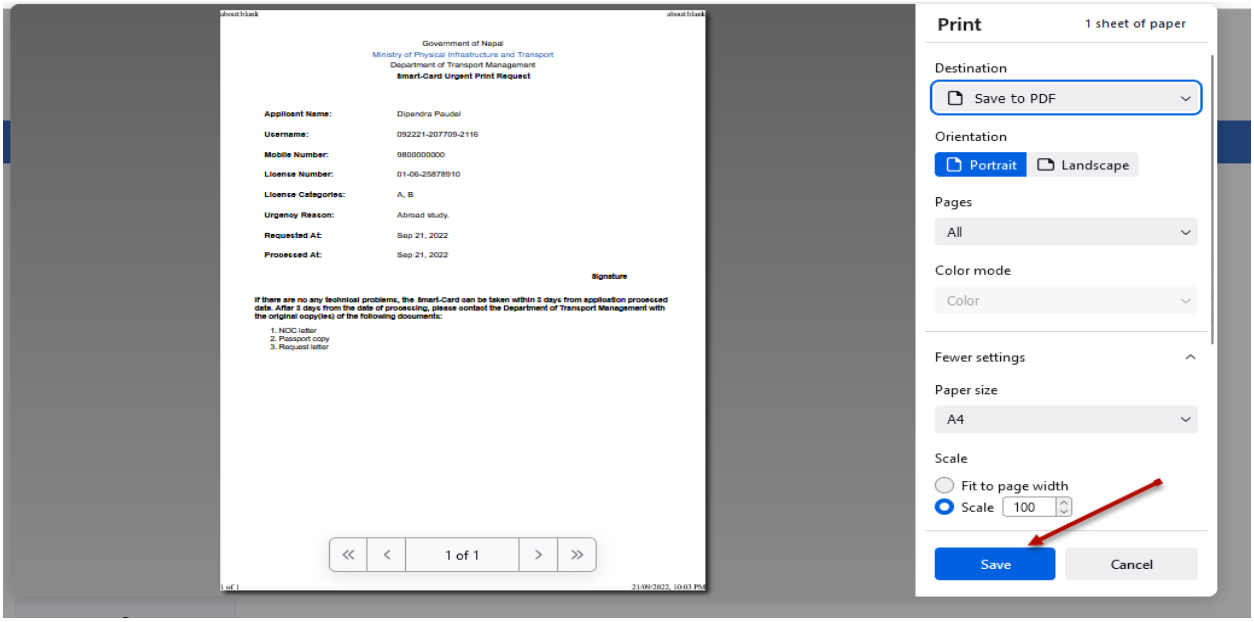
10) After successful submission of the application, following message will be displayed on your dashboard.



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



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

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