



DEPARTMENT OF TRANSPORT MANAGEMENT



USER MANUAL FOR ONLINE DRIVING LICENSE SYSTEM

PAGE	CONTENT
2 TO 8	SIGNUP PROCESS FOR THE NEW USER.
9 TO 11	APPLYING FOR NEW LICENSE (<i>MEDICAL IN SELECTED OFFICE</i>).
12 TO 14	APPLYING FOR NEW LICENSE (<i>MEDICAL IN SELECTED CLINIC/DOCTOR</i>).
15 TO 17	SIGNUP PROCESS FOR THE USER HAVING LICENSE ALREADY.
18 TO 22	RENEW & ADD CATEGORY PROCESS.
21 TO 22	ONLINE PAYMENT PROCESS

USER MANUAL



1. Open any browser and type <https://applydlnew.dotm.gov.np> and press Enter. Then login page will be displayed as shown below:

Welcome To Online Driving License System of DoTM. Please follow the following steps to create your profile and submit your application.

Enter your Mobile Number (आप्नो मोबाइल नम्बर प्रविष्ट गर्नुहोस्)

Mobile No *

Important:
Please use your own mobile number for Signing up. System doesn't allow to use multiple mobile numbers. Your Profile will be locked with this number, later can't be changed.
(यो अनलाईन पाराम अवधिका लागि प्रयोग गरिए भोवाउँले ज. पालि पारितरीन गर्न अनिवार्य आवश्यक आप्नो नामगत टाइपो गर्नुहोस्न।)

gax4c

Enter the Captcha (माथि चित्रमा देखिएका अक्षरहरू टाइप गर्नुहोस्न।)

Captcha *

Next

Instructions for filling online application form and others

अनलाइन आवेदन फाराम अन्ते लगायत अन्य सम्बन्धित विषय सम्बन्धी जिदेशानहुङ्क
On the day of the practical examination, the candidates must wear shoes. Also, mobile phones are prohibited in written and practical examination centers.

12. प्रयोगालाक पटीकाका दिल पटीकालीले अविवार्य इन्सा युसा लगाई आउनुपर्छ। याही लिखित तथा प्रयोगालाक पटीका केक्कहरूमा भोवाउँल फोज विशेष गाउँपालिका छ।
On the day of the practical examination, the candidates must wear shoes. Also, mobile phones are prohibited in written and practical examination centers.

13. आप्नो स्मार्ट-कार्ड लाग्दा घरका अनुमतिप्रत छायाँ अ/व अभारको बाटोमा जावाउदीका लागि [license print check](#) विस्त्रित गर्न जालकाठीला प्रयोग गर्नुपर्छ।
Access [license print check](#) to check whether smart-card driving license is printed or not.

14. अनलाइन फाराम भएर तुले ताम्रपत्रा आएका (कोटा वाहेक) ताम्रपत्रा दियोरी जा जड आप्नो ताम्रपत्रा पठाउनुपर्छ। याथामा अनलाइन तुली गरिएको ताम्रपत्रामा पाल्पा नाम लिहेको छ।
If there is any problem while filling the online form (except quota), please go to "Report a Problem" and send your problem. A screenshot should also be kept so that the problem is understood.

2. After entering your mobile number and the captcha, Click on the Next Button

2.1) An SMS containing MPIN will be sent to the entered mobile number.

Enter your MPIN Number (आप्नो MPIN नम्बर प्रविष्ट गर्नुहोस्न।)

..... *

Check SMS for MPIN No.

Please Note: Same MPIN is used to Login Multiple times.

Next

USER MANUAL



After entering the MPIN click on **NEXT** button to proceed further.

You may Click on "[Forgot MPIN](#)" option to resend the MPIN to the entered mobile number.

3.The following page will be shown after the sign-up procedure is successful.



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

Do You Have Nepalese Driving License ? (के तपाईंसँग नेपाली सवारी चालक अनुमतिपत्र छ?)

- No, I don't Have Nepalese Driving Licence (होइन, गर्दैन नेपाली सवारी चालक अनुमतिपत्र छैन।)
- Yes, I Have Nepalese Driving License.(हो, गर्दैन नेपाली सवारी चालक अनुमतिपत्र छ)
- No, I don't have Nepalese Driving Licence, But given Biometric / Exam in office. (होइन, गर्दैन नेपाली सवारी चालक अनुमतिपत्र छैन, तर कायालियना बायोमेट्रिक रिएको छु।)

Next

Here you need to select any of the option according to your status. [Please read carefully before selecting the option].

In case you chose option 1, for a new applicant, you need to fill up the form as shown below:

4.Select your country as per your citizenship card or the passport:



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

Select your citizenship country ? (तपाईं कुन देशको नागरिक हो ?)

Nepal

Next

USER MANUAL



5. After completing [4], now you need to fill up your details accordingly as shown below:

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

Enter your Personal Details
(Please Check and enter your details correctly. You will not be allowed to modify the details later.)

A. Citizenship Details (नागरिकताको विवरण)

First Name in English (पहिलो नाम) <input type="text" value="SHISIR"/> *	Middle Name in English (द्वीचको नाम) <input type="text" value="Middle Name"/>	Last Name in English (हरू) <input type="text" value="PANDEY"/> *
Date of Birth (B.S.) (जन्म तिथि शि.सं.) <input type="text" value=""/> *	Citizenship No. (नागरिकता नं.) <input type="text" value=""/> *	Issued District (जारी जिल्ला) <input checked="" type="radio"/> Zonal ((अञ्चली)) <input type="radio"/> Provincial ((प्रदेशी)) Rupandehi
Issued Date (जारी तिथि) <input type="text" value="2075-07-29 (2018-II-15)"/> *	Email (ईमेल) <input type="text" value="Email Address"/>	
BACK Next		

Here, for the user's convenience, some of the details are filled automatically based upon the mobile number.

In case, the mobile number you are using is registered in the name of another person, you can change the auto-filled entries. Be careful while entering the details as this should be matched based on the information from MOHA (Ministry of Home Affairs).

→ After entering all the required details, Click on **Next**.

USER MANUAL



6. Now, your name & gender will be filled automatically based on the details from the citizenship number provided on the previous page.

Applicant Portal > Profile

B. Applicant Details (आवेदकको विवरण)

नाम (देवनागरीमा) * बीचको नाम (देवनागरीमा) थट (देवनागरीमा)

शिशिर *

बीचको नाम (देवनागरीमा)

पाण्डे

*

Gender (लिंग)

Male

Blood Group (रक्त समूह)

A+

Identity Mark (हुलिया)

GAHUGORO

Profession (पेशा)

Engineer

Education (शिक्षा)

Undergraduate

Training Institute (तालिम दिने संस्था)

SELF-TRAINED

C. Guardian / Witness Information (अभिभावक विवरण)

Relationship (आवेदकसँगको नाता)

Father

v*

Father First Name (English)

[REDACTED]

Father Middle Name (English)

Middle Name

Father Last Name (English)

[REDACTED]

*

D. Permanent Address (नागरिकताको अनुसार स्थायी ठेगाना)

Zonal (अञ्चल अनुसार) Provincial (प्रदेश अनुसार)

Zonal (अञ्चल अनुसार)

Lumbini

District (जिल्ला)

Rupandehi

*

Rural / Urban Municipality (गाउँ / नगर पालिका)

Butwal Municipality

Ward No. (वडा नं.)

11

*

Tole (टोल)

KALIKANAGAR

E. Current Address (हालको ठेगाना)

Same as Permanent Address(स्थायी ठेगाना जस्तै)

Province (प्रदेश)

Bagmati Province

District (जिल्ला)

Kathmandu

*

Rural / Urban Municipality (गाउँ / नगर पालिका)

Kathmandu Metropolitan City

Ward No. (वडा नं.)

31

*

Tole (टोल)

BANESHWOR

USER MANUAL



F. Citizenship Certificate (नागरिकता प्रमाणपत्र)

Front side of Citizenship (नागरिकताको अगाडिको भाग)

Choose File front.jpg *

Image Preview



*Image file must be less than 1MB in size

Back side of Citizenship (नागरिकताको पछाडिको भाग)

Choose File back1.jpeg *

Image Preview



*Image file must be less than 1MB in size

CIMS Details from MOHA (नागरिकताको विवरण)

Note: Following Details are found from Citizenship Information Management System of Ministry of Home Affairs (MOHA) as per your citizenship details entered into previous page. If the details are not correct as per your citizenship correct them in your District Administration Office.

First Name : SHISIR PANDEY

Gender : Male

Date of Birth (AD): [REDACTED]

Date of Birth (BS): [REDACTED]

Father name: [REDACTED]

Citizenship No.: [REDACTED]

District: Rupandehi

VDC/Municipality: Butwal

Birth District: [REDACTED]

Birth Wardno : 9

Citizen Type: चेतान

Issued Date: 2075-07-29

Issued By: बिष्णु प्रसाद जवाली

Position: शाखा अधिकारी

Issued Office: Area Administration Office, Butwal, Rupandehi

A. Citizenship details entered into the previous page (नागरिकताको विवरण)

First Name : SHISIR

Middle Name :

Last Name : PANDEY

Date of Birth (BS): [REDACTED]
22)

Citizenship No.: [REDACTED]

Issued District: Rupandehi

Issued Date BS: 2075-07-29, AD: (2018-11-15)

Email : xyz@abc.com

→ After filling in all the necessary details, click on the Next button to proceed further.

USER MANUAL



7) After clicking on next you'll be redirected to the applicant portal where you will see all the entered details:

Applicant Portal (आवेदक पोर्टल)

Personal Details

Name: SHISIR PANDEY	Witness: THANESWAR PANDEY
Mobile No.: 9840370538	Email: xyz@abc.com
Date of Birth (BS): 2058-07-06	Date Of Birth (AD): 2001-10-22
Citizenship Number: 37-02-75-05418	Citizenship Issued Date: 2018-11-15
Citizenship Issued District: Rupandehi	Nationality Country: NEPAL
Blood Group: A+	Gender: Male
Profession: Engineer	Education: Undergraduate
Identity Mark: GAHUGORO	Trainer: SELF-TRAINED

Permanent Address

TOLE: KALIKANAGAR , Wardno: 11	VDC / MUNCIPALITY: Butwal Municipality
DISTRICT: Rupandehi	ZONE: Lumbini

Current Address

TOLE: BANESHWOR , Wardno: 31	RURAL / URBAN Municipality: Kathmandu Metropolitan City
DISTRICT: Kathmandu	PROVINCE: Bagmati Province

I hereby claim that above-mentioned details and uploaded documents are correct and true. If it is proven fraud / incorrect, I am ready to be punished as per prevailing law.
(मैले प्रविष्ट गरेका सम्पूर्ण विवरणहरू र अपलोड गरिएका कागज ठिक / सही हुन् द्यून् ठाउँटे कानून बनोनिम सहूला बुझाउँला ।)

BACK **Next**

If all the details shown are correct then you may proceed further by ticking in the box and clicking on the next button, if not you can click on back button and re-enter your details correctly.

USER MANUAL



After clicking on the next button, a warning message will get popped-up:

applydlnew.dotm.gov.np says

After Submit you are not allowed to Change your Details, Do you really want to submit the form?

OK

Cancel

It will warn you that, you cannot later modify the details after clicking on the OK button. So be careful and check your entered details correctly.

8) Then you will be redirected to the dashboard where you will see three options available:

- i) Apply for new License (to apply for a new license)
- ii) Your details (to view all your personal details)
- iii) Logout (to sign out and go back to the login page)

The screenshot shows the dashboard of the Online Driving License System. At the top, there is a header with the Government of Nepal logo, the Ministry of Physical Infrastructure and Transport logo, and the Department of Transport Management logo. The text "Online Driving License System" is displayed in red. Below the header, there is a blue navigation bar with links for "Home", "How to Use", and "LogOut". On the right side of the navigation bar, it says "Welcome SHISIR PANDEY". A green banner at the top displays the applicant's information: "Applicant Id: 0 Applicant Id: New Applicant Name: SHISIR PANDEY Date Of Birth: 2001-10-22 Age: 21". Below the banner, there is a section titled "Applicant Portal (आवेदक पोर्टल)". Three buttons are visible: "Apply for New License (नया लाइसेंस)", "Your Details (व्यक्तिगत विवरण)", and "Logout (बाहिर निकलनुहोस)".



8) If you want to apply for a new License then click on “[Apply for new license](#)” in the dashboard. Then the following page will be displayed.

Applicant Portal (आवेदक पोर्टल)

Apply for License

Select Application Type

- I want to do Health checkup in Transport Management Office. (म सम्बन्धित यातायात व्यक्ता कायालियमा गर्दू र्वाइट्य परिक्षण गराउन चाहन्छु)
- I want to do Health checkup in listed Doctor. (म यातायात व्यक्ता कायालिय बाहिर सूचिकृत चिकित्सक गर्दू र्वाइट्य परिक्षण गराउन चाहन्छु)

Next

At first, you need to choose whether to do medical test in License office or Selected Clinic. Select the appropriate option from the list according to your choice.

9) After confirming the medical test venue, Select the category for which you want to apply for :

Your Categories:

Select Category (वर्ग छान्नुहोस्) *

K	A	B	C	C1
Scooter, Moped	Motorcycle, Scooter, Moped	Car, Jeep, Delivery Van	Tempo, Auto Rickshaw	E-Rickshaw
E	H	H1	H2	I
Tractor	Road Roller, Dozer	Dozer	Road Roller	Crane, Fire Brigade, Loader
II	I2	I3	J1	J2
Crane	Fire Brigade	Loader	Excavator	Backhoe Loader
J3	J4	J5		
Grader	Forklift	Other Heavy Equipment		

Office Selection (कायालिय चयन)

Transport Management Office (यातायात व्यक्ता कायालिय)

Transport Management Service Office, Ekantakuna

Select Desired Date for Office Visit (कायालिय जाने निमिति चयन गर्नुहोस्)

2023-06-23 (320 Seats Available)

Back Next

Here, you need to select the License Issue Office from the drop-down menu according to your choice and the available dates along with the Seats available will be displayed.

USER MANUAL



Then you may choose the Date as per your choice and Click on **Next** button for Submitting the application.

10) After Clicking on the next button, following page will be displayed which will confirm the application submission.

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

Home How to Use LogOut

Applicant Portal (आवेदक पोर्टल)

Application Status

Your REFERENCE NO is: 2307035351393

Your Visit Date is : 2023-06-23

Your Visit Office: Transport Management Service Office, Ekantakuna

Applied Category: A-Motorcycle, Scooter, Moped

Please Download the Application below and take a printed copy of the application with original, photocopy of citizenship, other required document and visit the Transport Management Office on the visit date.

[Click here to Download Application](#)

10.1) In this page you will get the option to download your appointment for biometrics. For that, Click on <Click here to download Application >

10.2) You may also download the appointment from the dashboard itself by clicking on the Second option available there.

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

Welcome SHISIR PANDEY

Applicant Id: Name: SHISIR PANDEY Date Of Birth: 2001-10-22 Age: 21

Applicant Portal (आवेदक पोर्टल)

Applied for New License, Download and go to Office on Appointment Date (जर्या लाइसेन्स)

Download Appointment (Download)

Your Details (व्यक्तिगत विवरण)

Renew Your License (जारीकरण आवेदन)

Smart Card Fast Printing (स्मार्ट कार्ड शिघ्र छपाई)

Logout (वाहिंट लिंकन्कर्टुअल)

USER MANUAL



THE APPLICATION LOOKS LIKE AS SHOWN BELOW:

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



Reference Number: 2307035351395
Application Type: NEW APPLICANT, ID: 0
Applied Category: A-Motorcycle, Scooter, Moped
Applicant Name: SHISIR PANDEY
Date of Birth (AD): [REDACTED]
Blood Group: A+
Mobile Number: [REDACTED]
Registration Date: 2023-07-03
Address: TOLE, 11, Butwal Sub-Metropolitan City
Guardian's Name: SHISIR PANDEY
Citizenship Number: 3 [REDACTED] 3
Visit Office: Transport Management Service Office,
Ekantakuna
Visit Date: 2023-06-23, Friday



Signature

Note: Applicant must visit the Transport Management office for biometric on Visit Date mentioned above. If the applicant will be fails to do so, he/she will have to apply again for New License / Add

Please carry below mentioned documents along with this application

1. Original and Photocopy of Citizenship

USER MANUAL



If you choose to do health checkup in listed Doctor then follow these steps:



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



Home How to Use LogOut

Applicant Portal (आवेदक पोर्टल)

Apply for License

Select Application Type

- I want to do Health checkup in Transport Management Office. (म सम्बन्धित यातायात व्यवस्था कार्यालयमा गई ठारास्थ्य परीक्षण गराउन चाहन्छु)
- I want to do Health checkup in listed Doctor. (म यातायात व्यवस्था कार्यालय बहिर सूचिकृत चिकित्सक गई ठारास्थ्य परीक्षण गराउन चाहन्छु)

Next

After clicking next, choose the appropriate options as shown below:

Home How to Use LogOut

New Driving License Health checkup application (नयाँ चालक अनुमतिपत्र स्वास्थ्य परीक्षण आवेदन)

Your Categories:

Select Category (रर्ज छान्नुहोस्)*

K Scooter, Moped	A Motorcycle, Scooter, Moped	B Car, Jeep, Delivery Van	C Tempo, Auto Rickshaw	C1 E-Rickshaw
E Tractor				

License Issue Office (कार्यालय)

Transport Management Office, Ekantakuna

▼ *

Doctor (Doctor)

Anuj Dhakal, testclinic10, lalitpur

▼ *

You Have to visit above selected office for Exam / Trail.

BACK

Submit

USER MANUAL



0

[Home](#) [How to Use](#) [LogOut](#)

Applicant Portal (आवेदक पोर्टल)

Thank You For Applying, Please Visit The Doctor for Medical .

Successfully Saved

Transport Management Office: Transport Management Office, Ekantakuna

Selected Category: A-Motorcycle, Scooter, Moped

Doctor Name: Anuj Dhakal

Doctor Post: MD

Clinic Name: testclinic10

Clinic Address: Lalitpur

Clinic Phoneno: 9851117235

Clinic Email: pradesh@dotm.gov.np

[Back to Dashboard](#)

***After this, you need to visit the selected doctor/ clinic and once approved, you can proceed to apply for the appointment from the dashboard.**

[Home](#) [How to Use](#) [LogOut](#)

Welcome Oshikhtar Khan

Applicant Id: 9286042 Name: Oshikhtar Khan Date Of Birth: 2003-07-31 Age: 19

Applicant Portal (आवेदक पोर्टल)



Apply for Appointment,
Medical Approved
(रन्ग थप आवेदन)



Your Details
(व्यक्तिगत विवरण)



Renew Your License
(नविकरण आवेदन)



Smart Card Fast Printing
(स्मार्ट कार्ड लिङ्ग छपाई)



Logout
(बाहिर निकलनुहोस)

USER MANUAL



Home How to Use LogOut

Selected Category (वर्गितानुहोस्)

A-Motorcycle, Scooter, Moped

Transport Management Office (यातायात व्यवस्था कार्यालय)

Transport Management Office, Ekantakuna

Select Desired Date for Office Visit (कार्यालय जाने भिति चयन गर्नुहोस्)

2023-07-04 (200 Seats Available)

[Back](#)

[Next](#)

Home How to Use LogOut

Applicant Portal (आवेदक पोर्टल)

Application Status

Your REFERENCE NO is: 2307045351398

Your Visit Date is : 2023-07-04

Your Visit Office: Transport Management Office, Ekantakuna

Applied Category: A-Motorcycle, Scooter, Moped

Please Download the Application below and take a printed copy of the application with original, photocopy of citizenship, other required document and visit the Transport Management Office on the visit date.

[Click here to Download Application](#)

Then, you can download the application and visit the selected office on the date you chose.

USER MANUAL



INCASE YOU SELECT OPTION 2(No, I don't have Nepalese Driving License, but given Biometric / Exam in office.)

- 1) You need to fill the form as shown below:



Governm
Ministry
Departr
Online

Enter your Applicant Details which can be found in
Paid Voucher

Applicant ID: *

Date Of Birth in AD *

Email:

Next

USER MANUAL



Then after clicking on the next button you will be redirected to the Applicant portal where all your Personal details will be shown:

The screenshot shows the 'Applicant Portal' interface. At the top, there is a logo of the Government of Nepal, the Ministry of Physical Infrastructure and Transport, and the Department of Transport Management, followed by the text 'Online Driving License System'. Below this is a blue navigation bar with links for 'Home', 'How to Use', and 'LogOut'. A small Nepali flag is also present.

Personal Details

Name: [REDACTED]	Witness: [REDACTED]
Mobile No.: [REDACTED]	Email: 9840370538@dotm.gov.np
Date of Birth (BS): [REDACTED]	Date Of Birth (AD): [REDACTED]
Citizenship Number: [REDACTED]	Citizenship Issued Date: [REDACTED]
Citizenship Issued District: Rautahat	
Blood Group: B+	Gender: Male
Profession: Other	Education: [REDACTED]
Identity Mark: Gahu goro	Trainer: [REDACTED]

Permanent Address

TOLE: Gaur, Wardno: 3	VDC / MUNICIPALITY: OTHERS
DISTRICT: Rautahat	ZONE: Narayani

Current Address

TOLE: Gaur, Wardno: 3	RURAL / URBAN Municipality: OTHERS
DISTRICT: Rautahat	PROVINCE: Narayani

Note: माथि उल्लेखित विवरणमा कुनै त्रुटि भएना अलिचार्य ठप्पमा सम्बन्धित कायलियमा गर्दै नमिलेको विवरण सार्वात्मको।

Buttons: BACK, Next

After this, you will be redirected to the dashboard and follow other steps same as above to apply for a new license.



FOR RENEWAL AND ADD CATEGORY:

- 1) After logging in, following will be displayed:


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

Do You Have Nepalese Driving License ? (के तपाईंसँग नेपाली सवारी चालक अनुमतिपत्र छ?)

No, I don't Have Nepalese Driving Licence (होइन, मर्दैग नेपाली सवारी चालक अनुमतिपत्र छैन।)

Yes, I Have Nepalese Driving License.(हो, मर्दैग नेपाली सवारी चालक अनुमतिपत्र छ)

No, I don't have Nepalese Driving Licence, But given Biometric / Exam in office. (होइन, मर्दैग नेपाली सवारी चालक अनुमतिपत्र छैन, तर कायलियमा वायोमेट्रिक दिएको छु।)

[Next](#)

- 2) Then, enter the following details as shown below and click on the next button after entering all the required things.


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

Enter your License Details

License No: *

Date Of Birth in AD *

Email:

I hereby claim that provided details are true and authentic. If it is proven fraud with any reasons, I accept the punishment as prevailing Nepalese law.
(मैले प्रविष्टि गरेको सम्पूर्ण विवरणहरू सबै सत्य, प्रगाणित हुन अनि दावि गरेउँ। यदि मैले प्रविष्टि गरिएका विवरणहरू कुनै काटणले गलत ठहराएमा प्रवालित कानून बनोजिएम तजाय भीजन भज्नुर छु ।)

[Next](#)

USER MANUAL



AFTER CLICKING ON THE NEXT BUTTON, YOUR DETAILS WILL BE SHOWN ON THE NEXT PAGE.

- 3) After filling in all the necessary details, a dashboard will be appeared as shown below:
Then choose the <[RENEW LICENSE](#)> option for the renewal process.

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

Welcome SABINI SHRESTHA

Applicant Portal (आवेदक पोर्टल)

- Apply For Add Category II (वर्ग थाप आवेदन)
- Your License Details (चालक अनुमतिपत्र विवरण)
- Renew Your License (नविकरण आवेदन)**
- Smart Card Fast Printing (अत्यावश्यक कार्ड प्रिंटिंग)
- Logout (बाहिर निरस्करण)

- 4) In this page you need to choose the appropriate office and the doctor from the drop-down menu to proceed further.

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

Home How to Use LogOut

Applicant Portal (आवेदक पोर्टल)

Renew Your License

License Issue Office (कार्यालय)

Select appropriate office ✓*

Doctor (Doctor)

Select appropriate Doctor ✓*

Submit

USER MANUAL



5) After clicking on the SUBMIT button, following page will be displayed which confirms your appointment.



Applicant Portal (आवेदक पोर्टल)

Thank You For Applying Renew License, Please Visit The Doctor for Medical .

Sucessfully Saved

[Back to Dashboard](#)

***AFTER THIS, YOU NEED TO GO FOR HEALTH CHECKUP ON THE SELECTED CLINIC/OFFICE THEN YOU NEED TO GET APPROVED AND THEN PROCEED FOR THE PAYMENT.**

PLEASE VISIT THE OFFICE IF THE APPROVAL STATUS IS STILL "PENDING" FOR MORE THAN 3 DAYS.

USER MANUAL



[ONLINE PAYMENT PROCESS]

6) Select "PAY ONLINE FOR RENEW" to proceed to online payment:

Home How to Use LogOut Welcome SABINI SHRESTHA

Applicant Id: 184218 **Name:** SABINI SHRESTHA **Date Of Birth:** 1980-01-16 **Age:** 43 **License No:** 01-06-00032414 **Categories:** A,B **Issued Date:** 2006-02-02
Expiry Date: 2026-01-21, **License Status:** ACTIVE

Applicant Portal (आवेदक पोर्टल)

Apply For Add Category 33 (रंग थप आवेदन)

Your License Details (चालक अनुमतिपत्र विवरण)

Pay Online for Renew (नविकरण आवेदन)

Smart Card Fast Printing (रसाई कार्ड छिप्प छापाई)

Logout (बाहिर नियन्त्रित कराउन)

7) Then, click on pay now button.

Home How to Use LogOut

Applicant Portal (आवेदक पोर्टल)

Revenue Amount

Selected Category: A-Motorcycle, Scooter, Moped, B-Car, Jeep, Delivery Van,
Amount : 2000

Pay Now



USER MANUAL



8) After clicking on the Pay now, you will be redirected to the online payment portal:

S UserDetailis: Online License Req x रकम भुक्तानी x +

revenue.fcgo.gov.np/gateway/start-payment-token

रकम भुक्तानी गर्ने विकल्प छानुहोस:

भौचर विवरण		भुक्तानी कर्ताको विवरण			
आर्थिक वर्ष:	2079/80	पान नं:			
कारोबार सङ्केत:	2079-12567581	नाम:	SABIN1 SHRESTHA		
मिति:	2023-07-04 2080/03/19	ठेगाना:	SABIN1 SHRESTHA Kathmandu,null, 33		
कार्यालय:	3370277017-यातायात व्यवस्था कार्यालय, कैलाली	फोन नम्बर:	9851117345		
बैंक:	11002-राष्ट्रिय वाणिज्य बैंक				

भौचर नं	शिर्षक विवरण	वापत	रकम	आय वर्ष	ओतमा करकटी
49773416	यालक अनुमति पत्र, सवारी दर्ता किराब (Blue book) सम्बन्धी दस्तुर	RENEW of License 01-06-00032414 , applicantId: 184218	1	2079/80	होईन
		जम्मा	1		

रकम भुक्तानी गर्नुहोस व्यासाल गर्नुहोस

eSewa 
Khalti 
connectIPS 

RevenuePay © FC GO 2021
सम्पर्क: महारोखा नियन्त्रक कार्यालय, अनामनगर, काठमाडौं, नेपाल, ईमेल : rmis.support@fcgo.gov.np

Developed By: [SimplySoft](#)

Here, you can choose any of the payment gateway among- eSewa, Khalti and connectIPS.



FOR ADD CATEGORY:

- 1) YOU NEED TO ENTER YOUR LICENSE DETAILS AND DOB AND YOU WILL BE REDIRECTED TO THE DASHBOARD:

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

Home How to Use LogOut Welcome SABINTI SHRESTHA

Applicant Portal (आवेदक पोर्टल)

Apply For Add Category II (रार्म धप आवेदन)

Your License Details (चालक अलुमिपत्र विवरण)

Renew Your License (नविकरण आवेदन)

Smart Card Fast Printing (अत्यावश्यक कार्ड प्रिन्टिंग)

Logout (बाहिर नियंत्रकनुहोस)

THEN, CHOOSE THE FIRST OPTION (APPLY FOR ADD CATEGORY).

- 2) After this you need to repeat the same process as [2](refer to page 8).
- 3) Then, you need to visit the chosen office along with the appointment application.
- 4) Incase you choose to do the payment via online mode then refer to page 19 for the process.