

Taxi Service Permit

Overview

Issued to operators who provide door to door transport services for hire or reward.

Who is eligible?

Any locally-registered business, citizen or resident that is the owner of a passenger vehicle.

How do I get this service?

- Download and complete [Application for Road Transport Permit](#) and submit along with supporting documents to the Registration and Licensing officer at any permit-issuing Department of Road, Transport and Safety office for approval.
- Pay the prescribed fee to the Registration and licensing officer.
- Pay the application fee of BWP130.00 to the Registration and licensing officer.
- First-time applicants attend a Transport advisory board hearing at the appointed time. It is at this point that the decision would be made. Approved first-time applicants and renewal applicants must take the vehicle to the Transport Inspectors for inspection.
- If inspection is failed, applicants must comply with Inspector's instructions to rectify any vehicle issues that may have caused the failure and reapply. Applicants' whose vehicles pass the inspection are issued inspection certificates.
- Take Inspection certificate and all of the other supporting documents to the Registration and licensing officer and pay prescribed permit fee. Once fee is paid, the permit would be issued.

What supporting documents are required?

- Certified copy of valid National Identity Card (Omang).
- Copy of the vehicle's registration document (blue book) or otherwise prove of financial ability
- Copy of vehicle's valid Roadworthiness Certificate (at the point of certificate collection).
- Vehicle Inspection Certificate (only if permit application is approved by the board).
- Copy of Certificate of Incorporation (companies).
- Copy of one director's Valid National identity card (companies).
- Copy of Shareholder's Certificates (companies). Copy of business proposal (for new applicants). Expired permit (renewals).
- Expired token (renewals).

How long will this service take?

39 working days.

How much does it cost?

- Permit Fee : BWP 260.00

- Transfer: BWP 520.00
- Substitution: BWP 520.00
- Route (Trip) Variation: BWP 195.00

Please refer to [Pricing schedule](#) for penalties regarding offences.

Where can I obtain this service?

Department of Road Transport and Safety Offices - Permit issuing offices

- Gaborone Old Supplies Office
- Francistown
- Ghanzi
- Lobatse
- Kanye
- Molepolole
- Mahalapye
- Tsabong
- Kasane
- Maun
- Selebi Phikwe
- Serowe
- Palapye

Opening hours are from 07:30 to 16:30, Monday to Friday, except public holidays.

Where can I get more information on this Service

Public Relations Unit

Department of Road Transport and Safety Tshomarelo House Botswana Savings

Bank Building

Private Bag 0054

Gaborone Botswana

Tel. [\(267\) 368-8600](#)

Fax. (267) 397-1117/1114

Email: mtcpro@gov.bw

Toll Free : [17779](#)