

# Botswana Operations Single Trip Permit (BS permit)

## Overview

It is a permit used by operators who convey goods for a single trip using commercial motor vehicles issued at the border.

## Who is eligible?

- Any locally-registered business, citizen or resident that is the owner of a passenger vehicle.
- Non-citizens can apply under locally registered companies only.

## How do I get this service?

- Download and complete [Form RTS 1 - Application for Initial Grand or Amendment or Renewal of Road Transport Permit](#) and submit along with supporting documents to the Transport Controller at any of the permit-issuing offices of the Department of Road Transport and Safety. Applications forms are also available at the enquiries desk at DRTS offices across the country.
- Pay the required fees. It is at this point that the permit is granted.

## What supporting documents are required?

- Copy of vehicle registration book
- Valid vehicle roadworthiness certificate
- Valid permit from country of origin
- Consignment Note
- Copy of Certificate of Incorporation (companies).
- Copy of one director's National ID (companies).
- Copy of Shareholder's Certificates (companies).
- Copy of business proposal (companies).
- Expired permit (renewals).
- Expired token (renewals).

## How long will this service take?

Immediate.

## How much does it cost?

As per the pricing schedule provided.

## Where can I obtain this service?

Permit issuing offices- Department of Road Transport and Safety

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

- Kasane
- Maun
- Ghanzi

### **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](mailto:mtcpro@gov.bw)

Toll Free Number : 17779