

# Driving Licence Card Renewal

## Overview

The driving licence is valid for a period of five (5) years. Drivers are given a provision of renewing the licence three (3) months before expiry date. Failure to renew the licence card will lead to penalties.

## Who is eligible?

Botswana driving licence cardholders.

## How do I get this service?

- Download and complete the [DL 1 - Botswana Driving Licence Application form](#) . Please note that the application form is also available at the Enquiries Desk at any of the [offices of the Department of Road Transport and Safety](#).
- In the case of persons who are 65 years or older or applying for a class C, C1, EC or EC1 licence, download and complete [Health Declaration form \(DL31\)](#) .
- Go to the eye screening office for eye examination. In the case of applicants with eyesight challenges, the Registration and Licensing Officer would refer them to be seen by an external eye specialist for further testing. Only after the external eye specialist recommends that the driving licence application process be continued should the applicants return to the Registration and Licensing Officer with the results and recommendations
- Submit completed documents to the Registration and licensing Officer.
- Pay the required fee to Registration and Licensing Officer, have photograph taken and receive newly-issued driving licence card.

## What supporting documents are required?

- Certified copy of valid National Identify card (Omang)
- Certified copy of Passport
- Certified copy of Exemption certificate or Residence and Work permit
- Refugee Identification Card (Refugees)

## How long will this service take?

Immediate.

## How much does it cost?

- Renewal cost is P91.00.
- Daily penalty fee of BWP9.00 (excluding public holidays and weekend) for renewals after the expiration date, up to a maximum of BWP1000.00.

## Where can I obtain this service?

Department of Road Transport and Safety Offices across the country. Opening hours are from 07:30 to 16:30, Monday to Friday, except public holidays.

## Where can I get more information on this Service

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)