

Vehicle Registration and Licencing

Overview

Vehicle registration in the Government vehicle registration system, to facilitate issuance of registration book and vehicle licence disk .

Who is eligible?

Citizens and residents who own a vehicle.

How do I get this service?

- Download and complete **Vehicle Registration Form(RV 1)** form, then attach clearance form from Botswana Police Service and BURS.
- If applicant is registering a vehicle that is more than three years and above (from the year of manufacture), it must have passed a roadworthiness test. All vehicles must have customs clearance too.
- Pay prescribed fee as per the vehicle weight including a levy of BWP50.00.
- It is mandantory for vehicle licence to be renewed annually, ideally 3 months before expiry.

What supporting documents are required?

- Valid applicable identity.
- Police Clearance Certificate.
- Required fee as per vehicle weight.
- Note: Road worthiness test is compulsory for vehicles three years and above (from the year of manufacture).
- Customs clearance.

How long will this service take?

Immediate.

How much does it cost?

As per the pricing schedule for Vehicle Registration and Licencing (see gazetted fees).

Where can I obtain this service?

Department of Road Transport and Safety Offices around 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

Public Relations Office

Tshomarelo House

Botswana Savings Bank Building

Private Bag 0054

Gaborone, Botswana

Tel. (267) 368-8600

Fax.(267) 397-1117/1114

Email: mtcpro@gov.bw