

Motor Vehicle Change of Ownership

Overview

This is transfer of ownership of vehicle to the second party.

Who is eligible?

All citizens and residents.

How do I get this service?

- Submit original registration book completed and signed by both the current and the new owner to the Registration and licencing officer.
- Pay prescribed fee determined by vehicle weight.

What supporting documents are required?

Applicants are required to submit the following;

- Current original registration book completed and signed by both parties
- Certified copies of valid identities for both current and new owners
- For all organisations, registration book must be stamped and signed by an authorized personnel

In case of deceased owner:

- Certified copy of death certificate
- Certification letter from Kgosi, District Commissioner or a Court order indicating the legal beneficiary.
- Certified copy of the beneficiary's applicable identity

Note: If there is a dispute the beneficiary shall be determined by a competent court of law

In case of Court order

- Writ of execution
- Copy of Court order (addressed to the Department of road transport and safety)
- Copy of notice of sale

For auctioned vehicles:

- Registration book completed and signed by both the current and new owners
- Proof of purchase

How long will this service take?

Immediate .

How much does it cost?

The costs involved are as follows;

- Individuals and Companies BWP 169.00
- Government (Central Transport Organisation and Botswana Defence Force) auctioned vehicles prices will be determined by the vehicle weight.

Where can I obtain this service?

Visit any of the Department of Road Transport and Safety around the country for assistance.

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 Number: 17779