

TRANSPORT DEPARTMENT RTPS CHECKLIST

Sl.No.	Name of Service	Sl.No.	Check List
1 (DTO Services)	Issuance of Learner's License	1	Duly filled Application in Form-2
		2	Declaration for physical fitness in Form-1
		3	Required Fee
		4	Recent passport size photo of the applicant (2 copies)
		5	Proof of Age
			Photo copy of any one of the following:-
			(i) Birth Certificate
			(ii) School Certificate
			(iii) Passport (Copy of first two pages & last two pages)
			(iv) PAN Card
			(v) LIC Policy
		6	(vi) Age certificate issued by Civil Surgeon
			(vii) Electoral Photo Identity
			Proof of Residence
			Photo copy of any one of the following:-
			(i) Electoral photo Identity Card
			(ii) Residential Certificate/ Caste Certificate issued by a C.O/B.D.O/ Executive officer of Municipal Bodies
(iii) Electricity Bill			
7	(iv) Telephone Bill (BSNL only)		
	(v) LIC Policy		
	(vi) Holding tax receipt		
	(vii) Identity Card issued by of any office of State Govt./Central Govt./Public sector undertaking		
	(viii) Aadhar Card.		
7	Copy of the existing Driving License of the applicant(in case application is for Learner's License for Transport Vehicles only)		

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		8	Proof of citizenship Photo copy of any one of the following:- (i) Proof of Birth in India from municipality or Registrar of birth & death. (ii) Passport showing place of birth/citizenship (Copy of first two pages & last two pages) (iii) Residential certificate issued by C.O/B.D.O. (iv) Caste Certificate issued by C.O/B.D.O (v) Electoral Photo Identity
2 (a) (DTO Services)	Issuance of different types of Driver's License	1	Duly filled Application in Form 4
		2	Valid Learner's License for driving vehicles
		3	Required Fee
		4	Medical Certificate in Form-1A by Registered Medical Practitioner(for Transport Vehicles only)
		5	Driving Certificate issued by Driving Training School (For Transport vehicles only) (Form 5)
2 (b) (DTO Services)	Renewal of different types of Driver's License	1	Duly filled Application in Form 9
		2	Declaration in Form-1 for physical fitness Medical Certificate by Registered Medical Practitioner in case the age is above 60 years
		3	Required Fee
		4	Original Driving License
		5	Recent passport size photos of applicant (2 copies)
3 (a) (DTO Services)	Issuance of second copy of Driver's License	1	Duly filled Application in Form LLD of Bihar Motor Vehicle Rules
		2	Required Fee
		3	In case of loss of Driving License, copy of loss reported (FIR/ Sanaha)
3 (b) (DTO Services)	Endorsement of Driver's License	1	Duly filled Application in Form- 8
		2	Learner's License and original Driving License of the applicant
		3	Driving Certificate issued by Driving Training School in Form 5 (In Case of Transport Vehicles only)
		4	Required Fee

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4 (DTO Services)	Conversion of Driver's License into Smart Card	1	Application for conversion to smart card (no format)
		2	Original Driving License
		3	Required Fee
5 (DTO Services)	Issuance of International Driving Permit	1	Duly filled Application in Form 4A
		2	Copy of valid Driving License issued by licensing authority
		3	Required Fee
		4	3 copies of Recent passport size photographs
		5	Medical certificate in Form-1A
		6	Proof of Nationality
			Photo copy of any one of the following:-
			(i) Passport (First two and last two pages of Passport)
			(ii) Voter Identity Card
			(iii) Residential Certificate issued by C.O./B.D.O.
(iv) Caste Certificate issued by C.O./B.D.O.			
7	Photo copy of first two and last two pages of Passport		
8	Photo copy of Visa, where it is required		
6 (DTO Services)	Temporary registration of vehicles	1	Duly filled Application in Form(CR TEMP A)
		2	Fee plus tax
		3	Vehicles sale certificate
7 (DTO Services)	Registration of new private vehicles/ Transport vehicles	1	Duly filled Application in Form 20
		2	Sale Certificate in Form 21
		3	Road worthiness certificate in Form 22
		4	Valid Insurance Certificate
		5	Proof of Address
			Photo copy of any one of the following:-
			(i) Residential Certificate issued by C.O/B.D.O.
			(ii) Electricity Bill
			(iii) Telephone Bill (BSNL only)
			(iv) LIC Policy
(v) Holding tax receipt			

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			(vi) Identity Card issued by of any Office of State Govt./Central Govt./Executive officer of municipal body
			(vii) Aadhar Card.
		6	Required Fee
			Proof of Citizenship
			Photo copy of any one of the following:-
		7	(i) Proof of Birth in India from municipality or Registrar of birth & death.
			(ii) Passport showing place of birth/citizenship/ (Copy of first two pages & last two pages)
			(iii) Residential certificate issued by C.O/B.D.O.
			(iv) Caste Certificate issued by C.O/B.D.O
		8	Invoice (Money Receipt) issued by Dealer/ Agency
		9	Photo copy of PAN Card in Case the cost of Vehicle is more than 4.00 lakhs (If PAN Card is not available Declaration in form-60 is required)
		10	Photographs of the Applicant (2 copies)
		11	Certificate of Temporary Registration
		12	In case of imported vehicle- Custom Clearance Certificate, License and Bond if any.
		13	Proof of Legal Presence in India in addition to Proof of Residence in case of foreigners – Photo copy of visa
		14	In case of vehicle purchased from outside state- Photo copy of proof of Entry tax payment to Commercial Tax Dept.
		15	In case of Omni Bus (Seating Capacity 6 to 12 persons)- Affidavit from Notary/Executive Magistrate in case vehicle is for Private use only
8 (DTO Services)	Issuance of Second copy of Registration Certificate	1	Duly filled Application in Form- 26
		2	Required Fee
		3	Copy of the loss of original, reported in the Police Station (FIR/Sanaha)
		4	Photo copy of original tax token

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9 (DTO Services)	Renewal of Registration Certificate	1	Duly filled Application in Form- 25
		2	Required Fee
		3	Registration Book
		4	Pollution certificate
10 (DTO Services)	Cancellation of vehicle's Registration	1	Application stating reasons for cancellation (no format)
		2	Original Registration Certificate
		3	Photo copy of current Tax Token
		4	Details of parking place of the vehicles/ Photo copy of sale to junk dealer
11 (DTO Services)	Issuance/Renewal of Trade Certificate	1	Duly filled Application in Form- 16
		2	TIN No. allotted by Commercial Tax Department
		3	Copy of PAN Card.
		4	2 copies of passport size photo of the applicant
		5	Copy of lease / sale deed of the establishment and recent tax payment receipt
		6	Authorization letter issued by the manufacturer for nominating the dealership
		7	Required Fee
		8	In case of renewal- Original Trade Certificate & Fee
12 (DTO Services)	Issuance of tax token	1	Declaration in Form B1
		2	Copy of previously issued Tax Token
		3	Tax token amount
13 (DTO Services)	Surrender of vehicles	1	Duly filled Application in Form-J
		2	Original Registration Book
		3	Original Fitness Certificate
		4	Original Insurance Certificate
		5	Original valid Tax Token
		6	Undertaking
		7	Acknowledgement receipt of the permit surrendered in RTA/ ST

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14 (DTO Services)	Issuance/ Renewal of Petrol Pump License	1	Duly filled Application in Form-II
		2	Dealer appointment letter
		3	Map/ Plan of petrol pump
		4	Copy of Land Records
		5	Proof of Address
		6	NOC issued by District Magistrate
		7	Explosives license
		8	Required Fee
		9	In case of Renewal, Original License& fee only
15 (MVI Services)	Issuance/ Renewal of Fitness certificate of transport vehicles	1	Duly filled Application in Form CFA
		2	Required Fee
		3	Valid Tax Token
		4	Copy of valid insurance certificate
		5	Copy of Registration certificate
		6	Pollution certificate
16 (MVI Services)	Verification Report of vehicles Surrendered/ met accident	1	In case of vehicles met accident- Requisition from the concerned police station
		2	Xerox copy of all original documents related to the vehicle
17 (MVI Services)	Issuance of second copy of Fitness Certificate	1	Duly filled Application in Form CD
		2	Report of loss of original in Police station or the affidavit
		3	Required Fee
		4	Copy of valid insurance certificate
		5	Copy of Registration certificate
		6	Pollution certificate
18 (DTO Services)	Forwarding of application related to tax rebate/ refund	1	Duly filled Application in Form- K
		2	Original Tax Token or its certified copy
		3	In case of temporary discontinuance- Form-J along with Affidavit
		4	In case of refund of lump sum tax, expected proof of circumstances described in Bihar Motor Vehicle Taxation Act, 1994.