



**Guidelines
for
Issuance/Renewal
of
Fitness
Certificate**

Preface

A Fitness Certificate is an official document certifying that the holder's vehicle is fit to drive at public places.

Necessity for Fitness Certificate

Under the provisions of the Motor Vehicles Act, 1988 in India the registration of vehicles is treated as valid only if the vehicle has a valid certificate of fitness.

Eligibility

The applicant must be the owner of the vehicle himself.

Where to Apply

For obtaining a Fitness Certificate, you will need to apply in the prescribed forms to the District Transport Office in your region during public dealing hours, preferably between 10:00am to 2:00pm.

Documents Required

1. Duly Filled Application in form CFA.
2. Valid Tax Token.
3. Pollution Certificate

Enclosure:

4. Copy of valid Insurance Certificate.
5. Copy of valid Insurance Certificate.
6. Copy of Registration Certificate.

Remember to bring the originals of the documents whose attested copies are enclosed.

Fee

Private Vehicle	Two-Wheeler	₹200/-
	Four-Wheeler	₹300/-
Transport Vehicle	Jeep Taxi	₹300/-
	Car Taxi	₹300/-
	Auto (7 Seated)	₹300/-
	Auto (3 Seated)	₹200/-
	D./Van Up to 770kg	₹200/-
	D./Van Above 990kg	₹300/-
	Mini Truck	₹400/-
	Mini Bus	₹400/-

Procedure

You will have to visit with all the required documents to the District Transport Office in your region. After submission of specified fees and verification of all your documents, you will be required to take a Test of Vehicle for grant of Fitness Certificate.

Expected Time for Disposal

The maximum time for disposal is of 21 working days.

Validity

Private Vehicle	First Time	– 15 years
	Subsequent Renewal	– 5 year
Transport Vehicle	First Time	– 2 years
	Subsequent Renewal	– 1 year

Renewal

An applicant should apply for renewal of his vehicle Fitness Certificate within 30 days from the date of expiry of its validity.

