



**Guidelines  
for  
Renewal of  
Different Types  
of  
Driver's License**

## Preface

**The Driver's License needs to be renewed after expiry of its validity. An expired license is valid for 30 days and can be renewed during this grace period without a penalty. A license expired by more than 30 days can be renewed on payment of a penalty, provided the application is made within a period of five years from the date of expiry.**

## Necessity for Renewal of Driver's License

Under the provisions of the Motor Vehicles Act, 1988 in India, no person can drive a motor vehicle without a valid Driver's License. As per Section 177 of the Motor Vehicles Act, 1988 whoever is driving with a license whose validity has expired is contravening with the provisions of the Act and is punishable for the first offence with fine which may extend to one hundred rupees, and for any second or subsequent offence with a fine which may extend to three hundred rupees.

## Eligibility

One must be a holder of Driving License which is expired.

## Where to Apply

For renewal of Driver's License, you will need to visit to the District Transport Office and apply in the prescribed forms to the District Transport Officer of the region where you ordinarily reside or carry on your business during public dealing hours, preferably between 10:00am to 2:00pm.

The License can be renewed at any District Transport Office, irrespective of the place of its issue. If a driver changes his residence, the new address should be incorporated in the license.

## Documents Required

One can check out the table provided below to get all the information regarding the required application forms and related documents that needs to be accompanied with the forms for both renewal of licenses to drive each a non-transport vehicle or a transport vehicle, as in the case may be.

S.No.	Vehicle Class	List of Documents
1	<b>Non-Transport</b>	<ol style="list-style-type: none"><li>1. Form 9 (Application for the Renewal of Driving License).</li><li>2. Form 1 (Application-cum-declaration as to Physical Fitness).</li><li>3. Driving License held.</li><li>4. Three copies of recent passport size photograph, if the renewed license is to be printed in Book Form.</li></ol>
2	<b>Transport</b>	<ol style="list-style-type: none"><li>1. Form 9 (Application for the Renewal of Driving License).</li><li>2. Form 1A (Medical Certificate).</li><li>3. Driving License held.</li><li>4. Three copies of recent passport size photograph, if the renewed license is to be printed in Book Form.</li><li>5. Driver Refreshing Training certificate in case of Heavy Motor Vehicle.</li></ol>

## Fee

The fee for renewal of license depends on the form (i.e. Book or Smart Card) of the license the applicant has applied for. The fee chart for both the forms of license is given below:

### Book form :

Application made within grace period	₹ 50/-
Application made after grace period	₹ 100/- and an additional fee at the rate of ₹ 50/- for a period of delay of one year or part thereof reckoned from the date of expiry of the grace period.

### Smart Card form :

Application made within grace period	₹ 250/-
Application made after grace period	₹ 200/- and an additional fee at the rate of ₹ 50/- for a period of delay of one year or part thereof reckoned from the date of expiry of the grace period.

## 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 processing all your documents, you will be issued your renewed Driver's License.

## Expected Time for Disposal

The renewal of license in case of private license is done on the same day but for commercial license the renewal is made after verification of the particulars.

The maximum time for disposal is of 30 working days.

## Validity

The validity chart for renewal of licenses to drive either class of vehicle is provided in the table below:

S.No.	Vehicle Class	Validity
1	Non-Transport	5 years at a time.
2	Transport	3 years at a time.

## Refund of Fee

If the Licensing Authority (District Transport Officer) rejects an application for the renewal of a Driver's License under sub-section 5 of section 15 of the MVA, the applicant will be refunded half of the fee paid for such renewal provided the applicant makes an application in that behalf not later than 30 days from the date of receipt of the order rejecting the application.

---