

# **STANDARD OPERATING PROCEDURE** **ISSUANCE OF E-DRIVING LICENSE SYSTEM**

## **LICENSING AUTHORITY**

The Superintendent of Police or other Gazetted Police Officer nominated by the to act as such on his behalf shall be licensing authority as laid down in Rule 5 of Motor Vehicles Rule 1969.

Therefore, the Deputy Superintendent of Police is not the Licensing Authority unless he is nominated by the superintendent of Police to act as licensing Authority on his behalf. The Superintendent of Police Driving license Branch Karachi should, therefore, issue nomination order of the Deputy Superintendent of Police working under his command to act as licensing authority on his behalf to legalize the licensing authority.

## **AGE LIMIT PRESCRIBED FOR DRIVING LICENSE.** **(see section-4 of the motor vehicle Ordinance 1965)**

The following age limits is prescribed for obtaining of various type of driving licenses:-

- i) For private motor vehicle - 18 years
- ii) For light transport vehicle (LTV) - 21 years
- iii) For heavy transport vehicle (HTV) - 22 years

## **KINDS OF DRIVING LICENSES**

(see section -7 for the grant of Driving licenses, see section -9 for additions in driving licenses, see section -12 regarding renewal of driving licenses of the motor vehicles ordinance 1965)

- a) Private Driving License
- b) Professional Driving License

### **Further classification of the Licenses is as follows:-**

- i) Learner's Driving Licenses
- ii) New Permanent Driving License
- iii) Renewal of Permanent Driving License
- iv) Duplicate Driving Licenses Lost/Destroyed /Defaced or Torn
- v) Endorsement in License
- vi) International Driving Permit

### **PERIOD PRESCRIBED FOR OBTAINING PERMANENT DRIVING LICENSES AFTER ISSUANCE OF LEARNER'S DRIVING LICENSES.**

- i) 42 days (06 weeks) in case of motor Car, Motor Cycles and Invalid Carriage.
- ii) 90 days (03 months) for transport vehicles (Commercial).

## **METHODOLOGY TO OBTAIN VARIOUS CATEGORIES OF DRIVING LICENSE**

### **LEARNER'S DRIVING LICENSE.**

#### **i) DOUCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT:-**

- i) Two copies of recent photographs
- ii) Valid CNIC copy with Original

#### **ii) FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT.**

- a) To go to reception /information desk and get the application /medical forms. Fill them and paste photographs on each form.
- b) Reception will give a visiting card to the applicant which he has to wear all the time for security purposes.
- c) Go to the registration hall for getting Q-matic slip and wait for call from registration counter.
- d) To go at registration counter depending upon permanent or learner license and get registered for required license on his turn when token number is called
- e) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fee as prescribed and paste it in the reverse of application form.
- f) Move to snap shot counter, then get learner license.

## **NEW PERMANENT DRIVING LICENSE.**

### **i) DOUCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT:-**

- a) Two copies of recent photographs.
- b) Valid CNIC copy with Original.
- c) Valid Original learning driving license.

### **iii) FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT.**

- a) To go to reception /information desk and get the application /medical forms. Fill them and paste photographs on each form
- b) Reception will give a visiting card to the applicant which he has to wear all the time for security purposes.
- c) Go to the registration hall for getting Q-matic slip and wait for call fraom registration counter.
- d) To go at registration counter depending upon permanent or learner license and get registered for required license on his turn when token number is called
- e) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fee as prescribed and paste it in the reverse of application form.
- f) Applicant required to appear before the testing officers for Oral/written tests,if he qualified the tests than he appear for physical driving test
- g) If he passed the competency driving tests, application shall be endorsed by the DSP and then the applicant will report at lamination counter where he payRs.250/= and get slip / snap shot counter.

## **RENEW PERMANENT DRIVING LICENSE.**

### **i) DOCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT:-**

- a) Two copies of recent photographs.
- b) Valid CNIC copy with Original.
- c) Valid Original learning driving license.

### **iii) FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT.**

- a) To go to reception /information desk and get the application /medical forms. Fill them and paste photographs on each form
- b) Reception will give a visiting card to the applicant which he has to wear all the time for security purposes.
- c) Go to the registration hall for getting Q-matic slip and wait for call from registration counter
- d) To go at registration counter depending upon permanent or learner license and get registered for required license on his turn when token number is called.
- e) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fee as prescribed and paste it in the reverse of application form.
- f) The applicant will report at lamination counter where he payRs.250/= and get slip / snap shot counter.

## **DUPLICATE PERMANENT DRIVING LICENSE.**

### **i) DOCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT:-**

- a) Two copies of recent photographs.
- b) Valid CNIC copy with Original
- c) Valid Original learning driving license

### **iii) FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT.**

- a) To go to reception /information desk and get the application /medical forms. Fill them and paste photographs on each form.
- b) Reception will give a visiting card to the applicant which he has to wear all the time for security purpose.
- c) Go to the registration hall for getting Q-matic slip and wait for call from registration counter.
- d) To go at registration counter depending upon permanent or learner license and get registered for required license on his turn when token number is called.
- e) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fee as prescribed and paste it in the reverse of application form.
- f) DSP will endorse the application and then the applicant will report at lamination counter where he payRs.250/= and get slip / snap shot counter.

**PROCESS FOR DUPLICATE PERMANENT DRIVING LICENSE IF  
LICENSE IS LOST /MISPLACED**

**(see Rule 14 of Motor Vehicle Rule 1969)**

**i) DOUCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT:-**

- a) Two copies of recent photographs.
- b) Valid CNIC copy with Original.
- c) Copy of the lost report of the driving license from concern police station.
- d) Affidavit.
- e) If old license book the certificate from the concerned post office of the period of its validity.

**ii) FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT**

- a) To go to reception /information desk and get the application /medical forms. Fill them and paste photographs on each form and go to the record hall/officer concern shall endorse a report of its authenticity on the reverse of application form.
- b) Go to the registration hall for getting Q-matic slip and wait for call from registration counter
- c) To go to registration counter /got registered himself for required license.
- d) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fee as prescribed and paste it in the reverse of application form.
- e) Applicant is required to reappear at Record Hall /the Incharge record hall and produced it before the licensing authority for the issuance of duplicate license then the applicant will report at lamination counter where he pay Rs.250/and get slip. snap shot counter.

## **PROCESS FOR INTERNATIONAL DRIVING PERMIT.**

### **i) DOCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT.**

- a) Four copies of recent photographs (with white background).
- b) Valid CNIC Copy with Original.
- c) Valid original Pakistani Driving License card / Book with one photo copy.
- d) Valid original passport of the applicant with one photocopy.
- e) Valid original Visa with a photo copy.

### **ii). FURTHER PROCESS TO BE COMPLETED BY THE APPLICANT.**

- a) To go to reception/information desk and get the application / medical forms. Fill them and paste photographs on each form. The incharge help counter will mark the application form to computer section for checking the authenticity of Pakistan License.
- b) b). Appear before the medical officer and on declaring fit to go to permanent driving license room / record hall submit papers and to appear before the DSP (Licensing Authority) for personal hearing.
- c) To go to IDP fees counter, submit the papers and after security pay IDP fee and collect acknowledgment receipt.
- d) The IDP will be delivered to the applicant after two days.
- e) The IDP will be signed by the undersigned.



## **PROCESS OF ENDORSEMENT ON DRIVING LICENSE.**

### **i) DOCUMENT REQUIRED TO BE PRODUCED BY THE APPLICANT.**

- a) Two copies of recent photographs.
- b) Valid CNIC copy with original.
- c) Valid original learning driving license for endorsement.
- d) Original Permanent driving License.

### **ii). FURTHER PROCESS TO BE COMPLETE BY THE APPLICANT.**

- a) To go to reception / information desk and get the application / medical forms. Fill them and paste photograph on each form.
- b) Reception will give a visiting card to the applicant which he has to wear all the time for security purpose.
- c) Go to the registration hall for getting Q-matic slip and wait for call from registration counter.
- d) To go at registration counter depending upon permanent or learner license and get registered for required license on his turn when token number is called.
- e) Go to the medical counter for getting medical charges slip for Rs.100/- then appear before the Doctor for medical fitness certificate, if declared fit then report at the Post Office counter from where he pay required government fees as prescribed and paste it on the reverse of application form.
- f) Applicant required to appear before the testing officers for Oral/ written tests, if he qualified the tests then he appear for physical driving test.
- g) If he passed the competency driving tests, application shall be endorsed by the DSP and then the applicant will report at lamination counter where he pay Rs.250/and get slip / snap shot counter.