

Conductor's Licence

1. Who can apply for Conductor's Licence?

1. Applicant should be 18 years old.
2. He should have passed SSLC or Equivalent.
3. Should write and read in Tamil.
4. Should know the duties of a Conductor.

2. What are the documents to be given?

1. Application in [Form CLA](#)
2. Medical Certificate in [Form MCC](#)
3. Secondary School Leaving Certificate
4. First Aid Certificate
5. Proof of Address
6. Passport size photos 2 copies
7. PROOF OF AGE (any one of the following to be produced)
8. Birth Certificate
9. School Certificate
10. Passport
11. LIC Policy
12. Affidavit given by the Magistrate (or) Notary Public
13. Certificate given by Civil Surgeon

3. What is the amount of Fees payable?

Book Form	- Rs.50/- + Rs.20/- = Rs.70/-
Laminated type Licence	- Rs.50/- + Rs.100/- = Rs.150/-
Service charge	- Rs.50/-

4. To whom should one apply?

Regional Transport Officer.

5. Should appear in person at the Regional Transport Office.

Renewal of Conductor's Licence

1. What are the documents to be given for renewal of conductor's license?

1. *Application in [Form RCLA](#)*
2. *Conductor's License*
3. *Passport size photo 2 copies*
4. *Medical Certificate in [Form MCC](#)*

2. What is the amount of Fees payable?

1. **Rs.100/- for Laminated + Service charges Rs.50/-**
2. **for belated renewal Rs.25/- per year or part thereof**
3. **Rs.25/- Book form**

3. To whom should one apply?

1. **Regional Transport Officer.**
2. **Motor vehicle Inspector grade I.**

Duplicate Conductor's Licence

1. Who can apply for duplicate Conductor Licence?

1. **One who lost the conductor Licence**
2. **Conductor's Licence should not be disqualified**

2. What are the documents to be given?

1. *Application in [Form CLD](#).*
2. *Conductor's Licence particulars*
3. *Police Certificate*
4. *Passport size photo 2 copies*

3. What is the amount of Fees payable?

Rs.15/- + Service charges Rs.50/-

4. To whom should one apply?

Regional Transport Officer/ Motor Vehicle Inspector Grade I.

Change of Address in Conductor's Licence

1. Who can apply?

1. **Holder of Conductor's Licence**
2. **Conductor's Licence should not be dis-qualified**

2. What are the documents to be given?

Requisition letter

1. *Conductor's Licence*
2. *Proof of Address(any one of the following documents)*
 - (a) *Secondary School Leaving Certificate*
 - (b) *Conduct Certificate from Police Department*
 - (c) *Proof of address*
 - (d) *Passport size photos 4 copies*

3. What is the amount of Fees payable?

Rs.15/- + Service charges Rs.50/-

4. To whom should one apply?

Regional Transport Officer/ Motor Vehicle Inspector Grade I