

Application Number

Part – E

7. I have submitted along with my application for Learner's Licence,
I enclosed all the Necessary Enclosures / Certificates: - Yes No

8. I have been convicted / disqualified / my Licence was cancelled /suspended /
my Licence was revoked Yes No

(If Yes, attach Documents):

If Yes, DL Number Date of Conviction (dd-mm-yyyy)
Reason

I hereby declare that to the best of my knowledge and belief the particulars given above are true and I have enclosed all the necessary documents required as per the rules.

Date

Signature or Thumb impression of the Applicant

Instructions for filling up the Unified Application Form for Existing Services on a Licence

1. This form can be used for applying for services on Existing Learner's Licence (LL) or Driving Licence (DL).
2. Please fill up the data with CAPITAL letters only.
3. **Columns marked as (*) are mandatory.**
4. **Enclosures:** The Applicant **should** produce the proof for claims made in the Application where ever necessary. A set of codes defined for each of such type of enclosures to the application is shown in **HELP section (See Code List - A,B,C)**
5. **The Licensing Authority Code or RTO Code:** The RTO/DTO/RLA office under whose jurisdiction the applicant resides or his/her place of business.
6. **Name of the Applicant :** Fill the Applicant's name in the order of first name, middle name and surname/family name. However, ensure that the name is entered as per the relevant records being produced as proof.
Eg. JANGA REDDY CHEBANDI, DEVSINGH NAIK, SULTAN ISMAIL MOHAMMED
7. **Class or type of Vehicle(COV):** Different class of vehicles are given in column 3.1. If the requested service is "Add a new COV", then at least one class / type of vehicle should be selected to fill the unified application form.
8. **Part - A :** Specify the details of the DL already held by the applicant i.e 1 of Part A
9. **Part - B :** It is mandatory to select at least one service from column 3.1 or 3.2. If the service is for duplicate LL, then the LL Number has to be mentioned in column labelled as "If Request is for duplicate LL then specify LL No."
10. **Part - C:** It is mandatory to fill column 4 to provide details on the required documents like age proof, qualification proof etc. If you are holding a DL or LL , please mention those details also in these columns.
11. **Part - D:** Fill column 5 if the requested service is for Change of Name, column 6 if the requested service is for Change of Address
12. **Part - E:** The applicant shall fill in this part wherever applicable.
13. **Part - F:** For Office Use only.