

# PROCEDURES FOR APPLICATION FOR DRIVING PERMIT

## New Driving Permit / Learners

### Step 1:

- (i) Pick up the application form [this form is NOT for sale] from any of these centres; TLB branch offices, Banks, Face Technologies Offices and or download it from the URA Portal on this link <https://www.ura.go.ug/manageManualForm.do?dispatch=openFile&formId=6>
- (ii) Fill the application form and ensure you are examined by a registered medical practitioner for physical examination.
- (iii) Go to URA Portal to generate the Learners' assessment form (PRN)
- (iv) Go to the bank (of your choice) and pay appropriate fees [refer to **Schedule No 1 - URA Fees** below] to URA account (the bank will provide the account number)
- (v) Go to Face Technologies Office with the bank receipt [of (iv) above], together with dully filled application form [refer (i) above]
- (vi) Face Technologies will capture your Biometric features and then proceed to pay the required fees (**cash**) to Face Technology for producing Learners' Permit refer to **Schedule No 2 – Face Technologies** below.
- (vii) Face Technologies will issue the Learners' Permit after payment of the required fees [in vi above]

### Step 2:

- (viii) Go to Licensed driving school (of your choice) with your learners' Permit [issued in vii above] for the training
- (ix) You will be issued with a driving Certificate of Completion from the driving school upon successful training
- (x) Go to URA Portal, TLB or Bank and generate Book Test assessment form (PRN) and proceed to the bank and pay appropriate fees as shown in **Schedule No 1 - URA Fees** for Learners' Test fees
- (xi) Go to (IOV) Inspector of Vehicles together with your driving school certificate of completion [ refer to ix above], the Driving instructor and receipt from the bank [ ref to (x) above].
- (xii) The IOV will issue and send Certificate of Competence (CoC) to Face Technologies upon successful completion of the Driver test.
- (xiii) Go to URA portal and generate a New /Full permit assessment form and proceed to the bank and pay the appropriate fee as shown in the **Schedule No 1 - URA Fees** for Full permit
- (xiv) Go to Face Technologies Offices with your Bank receipt to process the New / Full permit
- (xv) Face Technologies will verify and process the permit upon payment of the Driving Permit production fee to Face Technologies Offices as shown in **Schedule No 2 Face Technologies** - for new / full permit
- (xvi) **Refer to the Application process flow**

## Renewal

- (i) Go to TLB, Banks, URA Portal to generate the Renewal' assessment form (PRN)
- (ii) Go to the bank (of your choice) and pay appropriate fees [refer to **Schedule No 1 - URA Fees** for Renewal, below] to URA account (the bank will provide the account number)
- (iii) Go to Face Technologies Office with the bank receipt [of (ii) above], together with your existing permit (the one you want to renew, if in case you lost it, please go to the procedure for Duplicate).
- (iv) Face Technologies will capture your Biometric features and then proceed to pay the required fee (**cash**) to Face Technologies for Permit production as shown in **Schedule No 2 – Face Technologies fees** for renewal below.
- (v) Face Technologies will issue the renewed Permit after payment of the required fees [in iv above]

## Duplicate

- (i) Report the loss of your Driving Permit to any branch of Uganda Police and secure a police report to the effect
- (ii) Place the advert for the loss of your permit in any national circulation newspaper of your choice.
- (iii) Ensure that these details are well captured in the Advert; Names (the way they appear on the Driving Permit), Permit Number, Date Issued and Expiry. In case, you are not sure of the details please visit any Face Technologies branch for details.
- (iv) Go to TLB or Banks or URA Portal to generate the Duplicate' assessment form (PRN)
- (v) Go to the bank (of your choice) and pay appropriate [refer to **Schedule No 1 - URA Fees** for Duplicate, below] fee to URA account (the bank will provide the account number)
- (vi) Go to Face Technologies Office together with Police report [(i) above], a cut out piece of the advert [ (ii) and (iii) above] or its copy and the bank receipt [(iv) above] as a proof of the payment for duplicate
- (vii) Face Technology will capture your Biometric features and then proceed to pay the required fees (**cash**) to Face Technologies for Permit production as shown in **Schedule No 2 – Face Technologies fees** for Duplicate below.
- (viii) Face Technologies will issue the duplicate Permit after payment of the required fee [in vii above]

## **Extension:**

- (i) Check in the **Schedule No 3 - Classes for driving permit** below to find out if you qualify for the class extension
- (ii) Pick up the application form [this form is NOT for sale] from any of these places; TLB
- (iii) Go to URA Portal to generate the Class Extension - Test fees assessment form
- (iv) Go to the bank (of your choice) and pay appropriate [refer to **Schedule No 1 - URA Fees** for Test Fees, below] to URA account (the bank will provide the account number)
- (v) Go to any Licensed driving school (of your choice) for training for the appropriate class extension required
- (vi) Go to the Inspector of Vehicles (IOV) together with the Driving Instructor, Driving School Certificate of Completion for the tested class and bank receipt of Test Fees
- (vii) The IOV will issue and send Certificate of Competence (CoC) to Face Technologies upon successful completion of the Driver test
- (viii) Go to URA Portal to generate the Class Extension assessment form and proceed to the bank to pay the appropriate fee for the class extension as shown in the **Schedule No 1 - URA Fees** for Extension, below]
- (ix) Go to Face Technologies Offices with your Bank receipt to process the Full permit with your class extension
- (x) Face Technologies Offices will verify and process the permit upon payment of the Driving Permit production fee (**Cash**) to Face Technologies Offices as shown in **Schedule No 2 Face Technologies**

## **Foreign Exchange**

- (i) Pick up the application form [this form is NOT for sale] from any of these places; TLB branch offices, Banks, Face Technologies Offices and or download it from the URA Portal on this link  
<https://www.ura.go.ug/manageManualForm.do?dispatch=openFile&formId=6>
- (ii) Go to TLB office for the process of verification of your foreign permit
- (iii) Go to URA Portal to generate Foreign Exchange assessment form
- (iv) Go to the bank (of your choice) and pay appropriate [refer to **Schedule No 1 - URA Fees** for Permit Exchange, below] fee to URA account (the bank will provide the account number)
- (v) Go to Face Technologies Office with the bank receipt [of (iv) above], together with your existing permit (the one you want to Exchange, if in case you lost it, please go to the procedure for Duplicate).
- (vi) Face will capture your Biometric features and then proceed to pay the required fee (**cash**) to Face Technologies for Permit production as shown in **Schedule No 2 – Face Technologies fees** for Exchange below.
- (vii) Face Technologies will issue the New Permit after payment of the required fee [in vi) above]

## Schedule No 1 - URA Fees

Fees to be paid in the bank on the URA account

Type of Permit	1 Year (UGX)	3 Years (UGX)
Learners / Provisional Permit	30,000	
New / Full Permit	55,000	150,000
Permit Renewal	50,000	130,000
Duplicate	41,000	
Class Extension @ class	41,000	
Foreign Exchange	55,000	150,000
Test Fees for @ class	25,000	

These rates can be verified on this link: <https://www.ura.go.ug/payment.do>

## Schedule No 2 – Face Technologies fees

Fees to be paid at Face Technologies CASH

Type of Permit	1 Year (UGX)	3 Years (UGX)
Learners / Provisional Permit	30,000	
New / Full Permit	60,000	60,000
Permit Renewal	60,000	60,000
Class Extension	60,000	60,000
Foreign Exchange	60,000	60,000
Duplicate	30,000	

These rates can be verified on this link: <https://face.co.ug/portal/web/guest/permit-info>

## Schedule No 3 – Class Extension

### Requirements for Class Extension

<b>Motor Vehicle Group</b>	<b>Age Limit</b>	<b>Experience requirement</b>
<b>A, B</b>	18 years and above	After passing drivers' test
<b>DL</b>	At least 25 years and not more than 65 years of age	Driver must have held class B for a period not less than 5 years
<b>CM</b>	At least 25 years of age	Driver must have held class B for a period not less than 3 years
<b>DM</b>	At least 35 years of age	Driver must have held class DL for a period not less than 3 years
<b>DH</b>	At least 35 years and not more than 65 years of age	Driver must have held class DM for a period not less than 3 years
<b>CH</b>	At least 35 years and not more than 65 years of age	Driver must have held class CM for a period not less than 3 years

Note: ONLY Class CM and DL can be applied for concurrently

**Current Legal fees (subject to change) for acquiring a Permit**

<b>Type of Permit</b>	<b>Amount paid to the bank on URA A/C</b>	<b>Amount paid in cash at Face Technologies</b>
<b>1. Learners Permit</b>		
Learners Fee	30,000 (paid in the bank)	30,000 (cash)
Test Fee	25,000 (paid in the bank)	
<b>2. New Permit</b>		
New Permit (1 year)	55,000 (paid in the bank)	60,000 (cash)
New Permit (3 years)	150,000 (paid in the bank)	60,000 (cash)
<b>3. Renewal</b>		
	50,000 (paid in the bank)	60,000 (cash)
<b>4. Class Extension</b>		
Test Fee	25,000 (paid in the bank)	
Class Fee	41,000 (paid in the bank)	60,000 (Cash)
<b>5. Foreign Exchange</b>		
One year (1)	55,000 (paid in the bank)	60,000 (cash)
Three years (3)	150,000 (paid in the bank)	60,000 (cash)
<b>6. Duplicate</b>		
	41,000 (paid in the bank)	30,000 (cash)