



Kenya Revenue Authority

REPUBLIC OF KENYA

THE TRAFFIC ACT

(Cap. 403, Section 6(6), 21, 38, 97(7) and 98(6))

APPLICATION FOR DUPLICATE REGISTRATION BOOK OR DRIVERS LICENCE

- 1. Registration book issued for vehicle (Registration Mark)
2. Vehicle licence issued for vehicle (Registration Mark)
3. Driving licence issued on (Registration Mark)
4. Provisional licence issued on (Registration Mark)
5. P.S.V. licence issued on (Registration Mark)
6. P.S.V. driver's licence issued on (Registration Mark)
7. P.S.V. Conductor's licence issued on (Registration Mark)

I hereby declare that the above Has been lost/rendered illegible.

The circumstance of the loss or defacement were as follows:-

I therefore request that a duplicate be issued

Usual Signature
Name (in full)
(in Block capitals)
Address

Date

NOTE:- If you require a duplicate driving licence, you must submit two copies of a recent photograph (size 35mm. By 45mm) (head and shoulders) (full face without hat).

Please see overleaf for requirements of duplicate applications

**APPLICATION REQUIREMENTS FOR DUPLICATE REGISTRATION  
BOOK / DRIVER LICENCES/ VEHICLE LICENCE.**

**1) DUPLICATE REGISTRATION BOOK**

**Replacement of filled up / defaced /Lost Logbook**

1. Original Logbook
2. Application form XI
3. Copy of ID/ Certificate of incorporation /Business Registration Certificate
4. A fee of Kshs. 500/- for filled-up, Kshs. 2,500/= defaced or lost Logbook
5. A police abstract and official / receipt for same must be attached (for lost cases)

**Change of Color**

1. Original Logbook
2. Application form XI
3. Copy of ID/ Certificate of incorporation /Business Registration Certificate
4. Application fee of Kshs. 800/- being Kshs 500/= for duplicate Logbook, Kshs.300/= for change of color

**Change of Body and Class**

1. Original Logbook
2. Vehicle inspection report
3. Application form XI
4. Copy of ID/ Certificate of incorporation /Business Registration Certificate
5. Application fee of Kshs. 1100/- being or Kshs. 500/= for duplicate logbook, Kshs 300/= for class and Kshs 300/= for body.

**Change of Engine, Fuel and Rating (cc)**

1. Original Logbook
2. Vehicle inspection report
3. Sworn affidavit
4. Application form XI
5. Dealers invoice indicating fuel and rating
6. Copy of ID/ Certificate of incorporation /Business Registration Certificate
7. Document in support of source of engine Import entry / duty /VAT receipt / bill of lading /IDF manifest of engines or certified copies of the above documents
8. Application fee of Kshs. 500/- and Kshs 300/= for each and every change

**Auction Cases**

1. Vehicle inspection report
2. Sworn affidavit
3. Application form XI
4. Purchase receipts
5. Newspaper advertisement for sale
6. Warrants of attachment and sale
7. Specific court order (where applicable)
8. Lawyers letter (distress for rent cases)
9. Auctioneers proclamation
10. Letter from Police Hqs. (Lost & Found & Police auctions)
11. Job Card (Uncollected goods in workshops /garages)
12. Copy of ID/ Certificate of incorporation /Business Registration Certificate
13. Certificate of Sale /Letter confirming the sale
14. Transfer Form "C"
15. Payment of Kshs. 2500/= for duplicate registration book
16. Payment of second hand motor vehicle purchase tax and transfer fee.

**2) DUPLICATE DRIVING LICENCE**

**Lost Driving Licence**

1. Application form XI
2. Police Abstract and the Kshs. 20/= receipt
3. Two Passport size Photographs of the applicant
4. Photocopy of the ID
5. Payable fees of Kshs. 875/=

**Defaced Driving Licence**

1. Application form XI
2. The Defaced Licence
3. Two Passport size Photographs of the applicant
4. Photocopy of the ID
5. Payable fees of Kshs. 875/= if the licence has less than 3 months expiry period or Kshs 375/= if the expiry period has more than three months.

**Provisional Driver's Licence**

Another Provisional driver's licence is purchased for Kshs. 500

**Note:**

It is important to indicate on this form the licence number, year the first licence was issued and correct Order of names used

Where the reference of the licence is known, one should wait at the counter for 1 hour awaiting approval of the application to enable payment

However a delay of 2 days is unavoidable where the applicant does not know the reference

**3) DUPLICATE VEHICLE LICENCE**

**1. Vehicle Licence**

**Road Licence (Commercial)**

1. Vehicle Inspection Report Original and photocopy
2. Valid Insurance Cover
3. Original Logbook and Photocopy
4. Application form B
5. Fee payable depends on rating and tareweight

**Road Licence (Private)**

1. Vehicle Inspection Report Original and photocopy
2. Valid Insurance Cover
3. Original Logbook and Photocopy
4. Application form B
5. Fee payable depends on rating and tareweight

**Duplicate Road Licence**

1. Original Road Licence ought to have been endorsed in the original Logbook
2. Police Abstract
3. Original Logbook and Photocopy
4. Application form XI
5. Payment of 250/=

**P.S.V Licence (Matatu)**

1. Original Logbook and Photocopy
2. Application form XIV duly endorsed by a police Superintendent.
3. Obtain Advance tax receipt from Income Tax Office
4. Fees payable depends on passenger capacity

**P.S.V. Licence (Ordinary)**

1. Original Logbook and Photocopy
2. Application form XIV duly endorsed by a police Superintendent.
3. Obtain Advance tax receipt from Income Tax Office
4. Fees payable depends on passenger capacity