

1. REGISTRATION OF A NEW MOTOR VEHICLE

The registered owner of a motor vehicle must be at least seventeen (17) years of age.

Required Documents for Authorized Dealers when registering vehicles on behalf of an Individual

To register a vehicle, the owner or agent shall present the following:

- A Pro Forma Invoice issued by the motor vehicle firm
- A completed Motor Vehicle Tax Form (issued by the motor vehicle firm)
- A completed Registration Form
- A certificate of Insurance
- One (1) identification (ID): Driver's permit /National ID / Passport
- Utility Bill for intended vehicle owner as proof of address
(Authorization letter and ID, if proof of address is not in the intended owner's name)
- Customs and Excise Division Official Receipt Invoice (original and copy)
- Record of payment of Motor Vehicle Tax (original and copy)

Required Documents when registering a vehicle on behalf of a Company

In addition to all the required documents listed in the Authorized Dealers section above, the following must also be presented:

- Certificate of Incorporation
- Notice of Directors
- The registration form must bear the company's official stamp
- Identification for the Director who signs the registration form.

2. REGISTRATION OF A FOREIGN-USED VEHICLE ALSO KNOWN AS ROLL ON - ROLL OFF (RO-RO)

The registered owner of a motor vehicle must be at least seventeen (17) years of age.

Required Documents for Authorized Dealers when registering vehicles on behalf of an Individual

- Registration Form
- Ministry of Trade Import Licence (original)
- Record of Payment of motor vehicle tax (original)
- Bill Lading (Original)
- Original Export Certificate (from country of origin) and English Translation
- Trinidad and Tobago Bureau of Standards (TTBS) Approval/ Tyre Certificate (original)

- Insurance /Cover Note (original)
- Driver's permit / Identification Card / Passport – for registered owner
 - IDs must be clear and legible.
- Customs and Excise Division Official Receipt
- Assessment Notice
- C82 Form (original)
- CARICOM Invoice / Commercial Invoice
- Utility Bill for intended vehicle owner as proof of address
(Authorization letter and ID, if proof of address is not in the intended owner's name)

Original documents are required for verification.

Required Documents when registering a vehicle on behalf of a Company

The following must be presented:

- Certificate of Incorporation
- Notice of Directors
- ID for the Director who signed the registration form
- Registration Form (Must bear the company's stamp)
- Ministry of Trade Import Licence (original)
- Record of Payment of motor vehicle tax (original)
- Bill Lading (Original)
- Original Export Certificate (from country of origin) and English Translation
- Trinidad and Tobago Bureau of Standards (TTBS) Approval/ Tyre Certificate (original)
- Insurance /Cover Note (original)
- Driver's permit / Identification Card / Passport – for registered owner
 - IDs must be clear and legible.
- Customs and Excise Division Official Receipt
- Assessment Notice
- C82 Form (original)
- CARICOM Invoice / Commercial Invoice
- Utility Bill – in the name of the intended owner
- Original documents are required for verification.

Required Documents for Individuals conducting registration on their own behalf.

See the list in the Required Documents for Authorized Dealers section above. Note: The import licence will differ.

3. REGISTRATION DOCUMENTS REQUIRED FOR TRANSPORT BOARD APPROVED VEHICLES

- Motor Vehicle Registration Form N.B. Stamp/sign/date legibly.
- Copy of Approved Transport Board Approval signed by the designated Transport Officer
- Form eC82 (Copy) signed and stamped by a Customs Officer.
- Record of payment of motor vehicle tax (Original) stamped and certified by Customs
- Original Certificate of Origin/ **Original Certificate of Title / Original V5C Form** if the vehicle was previously registered
- Bill of lading
- TTBS Approval/ Tyre Certificate (Original)
- Certificate of Incorporation and **Notice of Directors** (Copy for the company)
- Certificate of Registration for Sole trader (Copy for sole trader/ business)
- Utility Bill to be used as proof of address (Copy) **N.B.** If in someone else's name, an authorization letter is also required with a copy of the owner's ID.
- Authorization letter on the company's letterhead stating the name of the person/(s) who will be conducting the registration transaction at the Licensing Office. This person must also present their own valid ID.

4. RIGHT TO REFUSE VEHICLE REGISTRATION ON THE GROUNDS OF SAFETY.

Cancellation or refusal of registration
Motor Vehicles and Road Traffic Act, Chap 48:50

27. (1) Where a Transport Officer certifies in writing that the motor vehicle or trailer is so constructed or is in such a condition as to constitute a health, safety or environmental hazard to any person travelling in the vehicle or to other members of the public or is injurious to the roads or contravenes the Act, the Licensing Authority may cancel a motor vehicle registration or trailer registration **or refuse to renew such registration.**