

# A Guide to Understanding the **New Online Provisional Permit System**



*Innovating for the Future*



## A Message from the Transport Commissioner

This is truly an exciting time at the Licensing Division as we continue to implement systems poised to establish our sustainable digital thrust and shift the delivery of licensing services into the future.

The newest addition to our suite of online services is the **Online Provisional Permit System**.

This initiative aligns with the Ministry of Works and Transport's digitalization agenda and is a prime example of how we are harnessing technology to improve the lives of you, our valued clients. Our team has worked tirelessly to develop a system that is user-friendly, efficient and convenient.

Thank you for your continued support and we look forward to better serving you as we innovate for the future.

**Mr. Clive Clarke**



## **Meet the New Online Provisional Permit System**

The Online Provisional Permit System is a platform that facilitates the application process for obtaining a Provisional Permit (Learner's). The system allows applicants to conveniently submit their data beforehand for verification and approval. Applicants can now upload their biodata, supporting documents, and digitized photographs online at any time, from any device without the hassle of visiting a licensing location.

# Benefits of the Online Provisional Permit System:

The introduction of this new platform will provide several benefits for you, our valued clients. Let's discuss why this online system is a step in the right direction:

- Users can submit their own data, reducing the possibility of errors.
- The Licensing Division can now verify your information before you visit a Licensing Office to complete your transaction.
- Driving exams and regulations can now be completed at any site without written permission from the Transport Commissioner.





- You are no longer required to present physical photos.
- Applicants can apply from anywhere, at any time, using any device with internet access.
- Pre-approved applications will result in less wait time for Provisional Permit transactions at Licensing Offices.
- The new system is simple to navigate and user-friendly.

# How to Obtain a Provisional Permit using the New Online System

1. Apply online at:  
**<https://provisionalpermit.mowt.gov.tt/>**
2. The Licensing Division will review your submitted documents.
3. You will receive an approval email.
4. Book a "Provisional Permit" appointment using the Licensing Appointment Website.  
**<https://licensingappointment.mowt.gov.tt>**.
5. Submit original documents on your appointment date.
6. Pay for and collect your Provisional Permit.

## Now that I have my Provisional Permit, what's the next step?

1. Book your regulations exam appointment online. Ensure that you schedule a date at least ten (10) calendar days after the date you received your Provisional Permit.
2. Complete the regulations exam at your selected site.
3. If successful, book your driving exam appointment online. Ensure that you schedule a date at least twenty-one (21) days after passing your regulations exam.
4. Complete your driving exam at your selected location.
5. Pay for and collect your Driver's Licence after passing the driving exam.

# Frequently Asked Questions (FAQs) About the Online Provisional Permit (Learner's) System

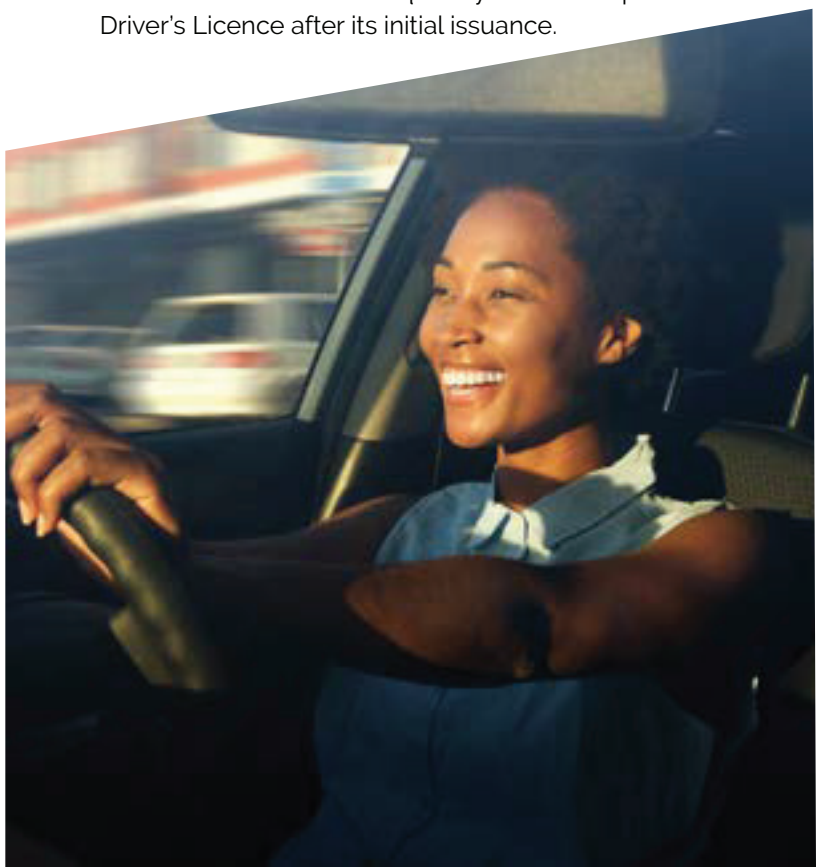
Still have some questions about the new system? Here's a list of FAQs to help you better understand the online Provisional Permit application process to ensure you have a smooth user experience.

## What is a Provisional Permit?

A Provisional Permit (also known as a Learner's Permit) is a document issued by the Licensing Authority granting a qualified person the ability to practice driving for a particular vehicle classification. Provisional Permits are valid for a period of one (1) year and can only be used in specific circumstances, which are detailed on the back of the permit.

## What is an Endorsement?

An endorsement is considered to be any additional vehicle class that is subsequently added to a person's Driver's Licence after its initial issuance.





## **What are the different vehicle classes?**

Class 1 – Motor Cycles

Class 2 – Wheel Tractors

Class 3 – Light Motor Vehicles

Class 4 – Heavy Motor Vehicles

Class 5 – Extra Heavy Motor Vehicles

Class 6 – Omnibuses

Class 7 – Other (i.e. specialty vehicles such as cranes, motor rollers etc.)

## **What classes can I apply for as a potential first time driver?**

First time drivers can apply for either: Class 1 (motor cycle), Class 2 (wheel tractor) or Class 3 (light motor vehicle).

## **What are the requirements to apply for a Provisional Permit?**

Applicants must be at least seventeen (17) years old to apply for a Provisional Permit for classes 1, 2 and 3. For classes 4, 5, 6 and 7 applicants must be at least twenty-one (21) years old and be the holder of a valid Driver's Licence (class 3 or higher) to apply.

Applicants must be a citizen of Trinidad and Tobago or have recognized immigration status as a resident of the country.

Applicant must be found free of any prior offences that prevent them from obtaining a permit.





## What documents do I need to apply for a Provisional Permit?

To apply for a Provisional Permit, applicants must provide the following documents:

- Proof of address in the applicant's name, no more than 3 months old (i.e. utility bill- water, electricity, cable, home internet bill)
- Authorization letter from person named on utility bill, no more than 3 months old (if different to applicant)
- Copy of 1 form of national ID from person named on utility bill (if different to applicant)
- Scanned photograph of applicant:
  - In colour
  - With a white background
  - Dimensions: 5.3 cm in height, 4.3cm in width
  - Taken no more than 3 months ago
- Completed and signed application form (generated from the Online System)
- Form(s) of ID:
  - **For first time applicants:** Passport only OR National ID and Birth Certificate
  - **For existing holders of a Driver's Licence:** Driver's Licence only
- Completed medical form
  - For persons aged 65 years and older (all classes) OR
  - For persons applying for classes 2,4,5,6 or 7



### **How do I access a previous application to check the status or make changes?**

Visit the Online Provisional Permit portal with your application reference number and use the "Find Application" feature on the portal's home page. **Please note once an application has been submitted for review, no further changes can be made to the application.**

### **I forgot my reference number, how do I retrieve my application?**

Upon completion of the first page of the online application form, a reference number is made available for you to take note of. Your reference number can also be found in the email you received after the successful submission of your application.

## **Can I acquire a Provisional Permit without applying via the online system?**

Persons wishing to apply for Provisional Permits for classes 1,2,3,4, 5, 6 and 7 must utilize the Online Provisional Permit System to apply.

## **How long does the application review process take before I know if I am approved?**

The application review process may take approximately 2-3 working days to be completed, however this timeframe may differ based on the workload at your selected Licensing Office

## **Can I visit any Licensing Office location to collect my Provisional Permit which I applied for online?**

Yes, online applicants can also schedule their regulations and driving test appointments at any site of their choice.

## **Can I book an appointment at any Licensing Office to complete my regulations and driving exam?**

Yes, regulations exams and driving test appointments can be scheduled at any Licensing Office of your choice, based on availability.

## **I received an email stating my application was queried, what must I do next?**

Using your application reference number, retrieve your application on the Online Provisional Permit System via the "Find Application" feature. Details of the query are noted on your application with instructions on what needs to be adjusted. Make requested changes and resubmit your amended application for further processing.



### **I started an online application but did not complete it before exiting, is the information lost?**

A reference number is assigned upon completion of the first page of the application. This reference number can be utilized to retrieve the application via the "Find Application" feature on the online system home page. Uncompleted applications expire after 24 hours of their initial creation and must be re-done.

### **Can I apply for multiple Provisional Permit classes at the same time?**

Yes, however, a separate application must be completed for each vehicle class.

### **Once my online application is approved, what do I do next?**

After your application has been successfully reviewed, an email is sent indicating your application was approved. At this point, you can now proceed to the licensing appointment website:

**<https://licensingappointment.mowt.gov.tt/>** to book a Provisional Permit appointment to pay for and collect your Provisional Permit



### **Do I need to bring in any documents for my appointment after submitting them online?**

Yes, the original version of documents submitted online (excluding your picture) must be provided at your appointment for verification.

### **Once I receive my Provisional Permit, can I book an appointment for my regulations exam and driving test?**

Upon receiving your Provisional Permit, you can book a regulations appointment date no sooner than ten (10) calendar days from the issuance of your Provisional Permit. Driving test appointments can be scheduled no sooner than twenty-one (21) calendar days after completion of a successful regulations exam. Appointment dates to retake failed exams (both regulations and driving) can be scheduled no earlier than seven (7) calendar days after your last failed attempt.

## **What are the fees?**

The fee for a Provisional Permit (all classes) is \$210.00. This fee covers the cost of the Provisional Permit as well as the first attempt of the specified class regulations exam.

## **Here is a list of the fees associated with the issue of a Provisional Permit**

- Provisional Permit -\$210.00
- Provisional Renewal \$35.00
- Regulations Study Guide/Book \$15.00
- Duplicate Provisional \$70.00
- Regulations resit/retake \$175.00

## **I have an existing Provisional Permit issued before the launch of the Online Provisional Permit System, do I need to reapply?**

No, Provisional Permits issued prior to the launch of the new system are still valid. If your Provisional Permit has expired, you must make an appointment to have it renewed via the licensing appointment website:

**<https://licensingappointment.mowt.gov.tt/>**

## **I have an existing Provisional Permit issued before the launch of Online Provisional Permit System, can I do my regulations or driving exams at any site?**

No, you will have to seek written permission from the Transport Commissioner to do so.

## **Can I still apply for a provisional permit in person?**

With the introduction of the Online Provisional Permit System, limited appointments will be made available at each site for in-person applications for a period of six (6) months. Please note, in person applicants must conduct all examinations (regulations and driving) at the same site that issued their Provisional Permit. Appointments for in-person applicants must be booked under the "Permit Transactions" section of the appointment website.



For further information on the Online Provisional Permit System contact us at [communications@mowt.gov.tt](mailto:communications@mowt.gov.tt)

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