



# transport

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Department:  
Transport  
**REPUBLIC OF SOUTH AFRICA**

## RENEWAL OR REPLACEMENT OF RSA CREDIT CARD FORMAT DRIVING LICENCE

Kindly note the following before reading this notice:

- Your South African driving licence card is your valid proof that you have a South African Driving Licence. When your driving licence card has expired, it does not mean that you driving licence has expired. Only your valid proof of such a licence has expired.
  - \* The process to follow in the case where a Driving Licence Card is lost or stolen is the same as for the renewal of a Driving Licence Card that is about to expire/has expired.
1. **Renewal of Driving Licence Card for applicants within the borders of the Republic of South Africa:**
    - 1.1 An applicant will be required to submit the following at the appropriate Driving Licence Testing Centre (DLTC):
      - Identification document (ID) book;
      - a certified copy of ID (for filing purposes);
      - four ID photographs , and
      - card issue fee.
    - 1.2 The approximate time for production of a Driving Licence Card and the delivery thereof to the DLTC where the application was submitted, is six weeks. Applicants will be required to apply for a Temporary Driving Licence and submit this together with their application for a renewal, to enable them to drive, until the card is delivered.
    - 1.3 If an applicant knows that he or she will be unable to receive the driving licence card in person at the driving licence testing centre—

The application shall be accompanied by—

      - a certified copy of the identity document of the person who will receive the card on the applicant's behalf; and

- an affidavit made by the applicant stating the reason why he or she will be unable to receive the card in person, and the name and identification number of the person who will receive the card on his or her behalf; and

The person whose name and identification number appears on the affidavit shall receive the card on behalf of the applicant and shall present his or her identity document upon such receipt

If an applicant is unable to receive the card in person due to unforeseen circumstances, the person who receives the card on behalf of the applicant shall submit—

- his or her identity document and a certified copy thereof;
- a certified copy of the identity document of the applicant; and
- an affidavit made by the applicant which contains an explanation of the unforeseen circumstances preventing him or her from receiving the card in person and the name and identification number of the person who will receive the card on his or her behalf.

The driving licence testing centre shall upon submission of the said documents issue the card to the said person.

## **2. Renewal of Driving Licence Card for applicants who reside outside the borders of the Republic of South Africa:**

Applicants should note that a Driving Licence Card cannot be renewed without the applicant applying in person as new fingerprints, photographs, signature and an eye test needs to be submitted.

Applicants planning to visit the Country are permitted to renew their licences, however, should they not be in the Country at the time of delivery, are entitled to nominate a relative or other person to collect the licence on their behalf. Such applicants must follow the procedure as referred to in Section 1 and ensure that:

- The Driving Licence Testing Centre (DLTC) is to be notified by the applicant when he/she goes to renew the card, that a person whom they have nominated will collect the licence in accordance of section 1.3 above.

It takes approximately six weeks for the Driving Licence Card to be delivered to the DLTC. Applicants can therefore apply for a Temporary Driving Licence and submit this together with their application for a renewal, to enable them to drive, until the card is delivered.

## **3. Applicants outside the borders of the RSA who's Driving Licence Cards have expired or were lost / stolen and who are not in a position to return to the RSA to have the licence renewed:**

The Road Traffic Management Corporation (RTMC), a corporation of the Department of Transport, is in a position to issue a confirmation letter should such an applicant have a valid licence. This is established by verifying the applicant's South African identification number on the National Traffic Information System. The letter will serve as proof that the applicant has a valid licence and this will enable them to convert to a foreign driving licence in the country of current residence.

### **Please note:**

- that the confirmation letter cannot be interpreted as a driving licence when produced to a law enforcement official.

- **THE UNITED KINGDOM WILL NOT CONVERT YOUR DRIVING LICENCE TO A UK ONE IF YOUR DRIVING LICENCE CARD HAS EXPIRED.**

**4. Process to follow:**

- 4.1 Request the Road Traffic Management Corporation (RTMC) via email ([ctc@rtmc.co.za](mailto:ctc@rtmc.co.za)) for a printout and Confirmation Letter of your driving licence. Your request must include your contact numbers (including email address), a copy of your ID or a copy of your driving licence.
- 4.2 The Road Traffic Management Corporation (RTMC) will upon request, investigate, print a copy of the licence required and a Letter of Confirmation of the licence. This letter reflects the date that the licence was first issued.
- 4.3 Kindly note that the person collecting the letter must provide acceptable identification and may also arrange for a courier to collect.

**5. Location and Contacts / Confirmation letters are facilitated at:-**

Address: RTMC-NaTIS Facility, 13 Howick Close, Waterfall Park, Bekker Road, Midrand

Telephone: +27 11 266-2000

Fax: +28 86 415 9120

E-mail: [ctc@rtmc.co.za](mailto:ctc@rtmc.co.za)

Website: [www.rtmc.co.za](http://www.rtmc.co.za)