

Vocational Licence (VL) Application User Guide

- Bus Driver's Vocational Licence (BDVL)

Documents to prepare before proceeding with below application

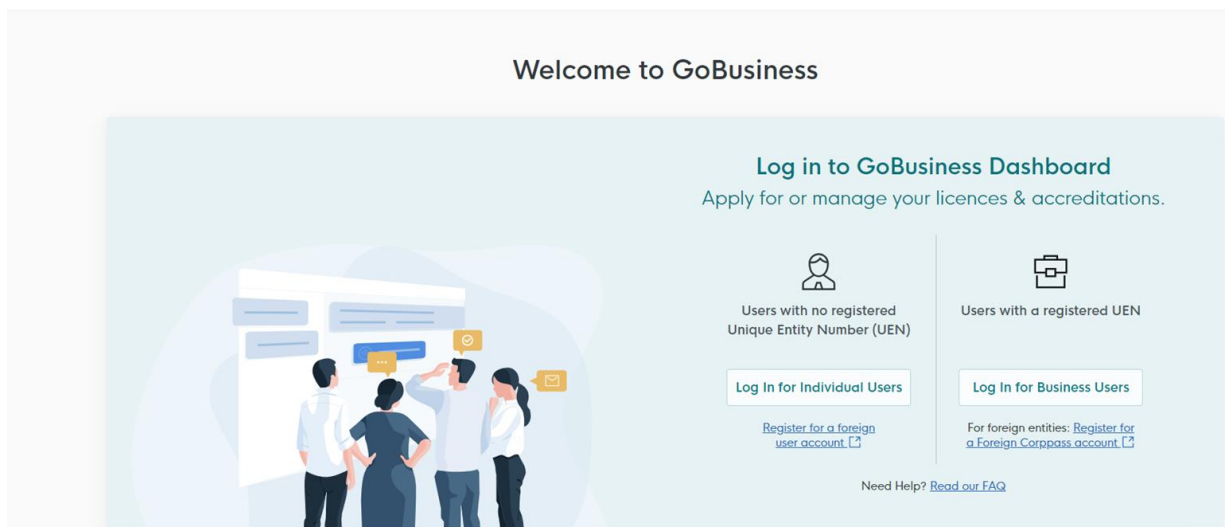
For Singapore Citizens/ Singapore Permanent Resident (SPR)

- 1) Copy of colored NRIC (front and back)**
- 2) Passport-sized photo**
- 3) Non-refundable application fee of \$40 (acceptable mode: credit card/debit card/PayNow)**

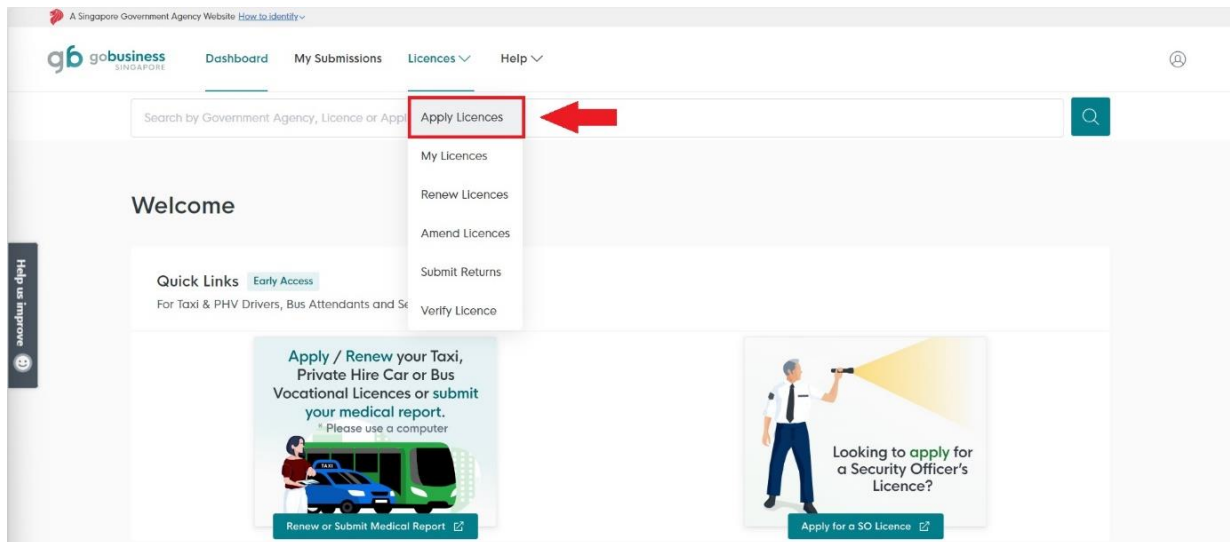
For FIN/Work Permit Holder

- 1) Passport-sized photo**
- 2) Driving licence**
- 3) Approval letter by MOM stating full name, FIN, occupation (Bus Driver/Bus Captain) and company name or copy of S Pass/Work Permit (Front and Back)**
- 4) Employment letter stating "Bus Driver/Bus Captain" as your occupation.**
- 5) Non-refundable application fee of \$40 (acceptable mode: credit card/debit card/PayNow)**

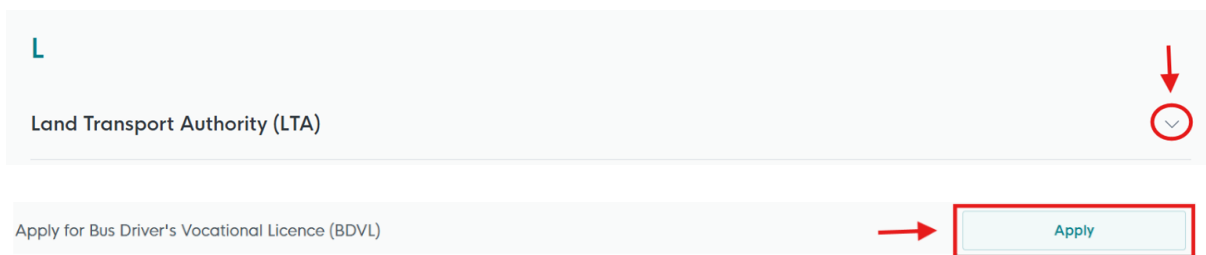
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.



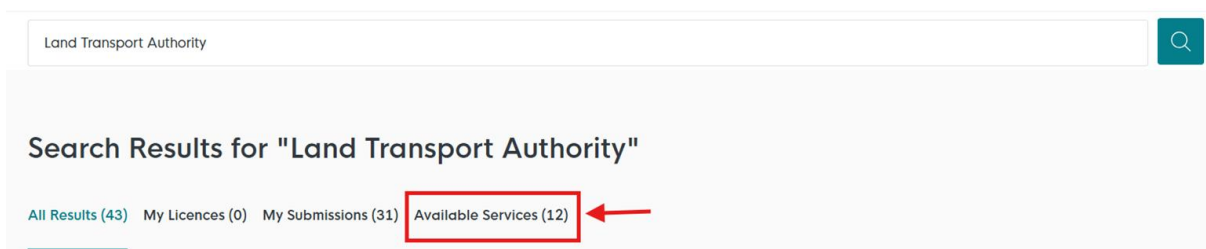
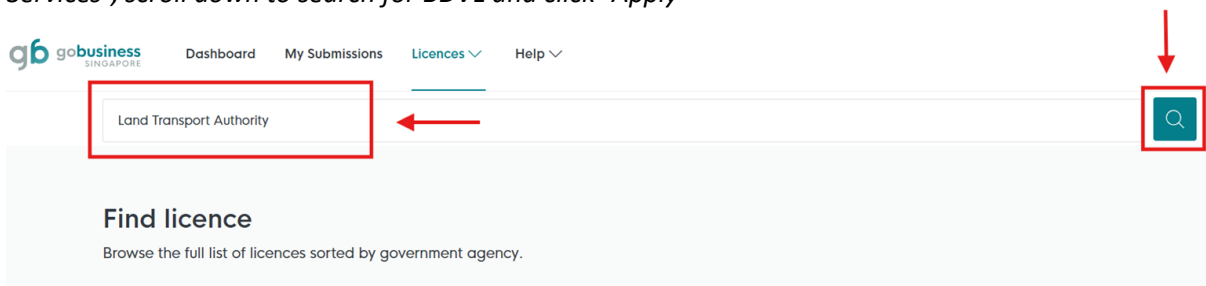
Step 2: Upon successful login, go to "Licences", and click "Apply Licences".



Step 3: Scroll down the list of government agencies and look for “Land Transport Authority”. Click on the drop-down list to locate “Apply for Bus Driver’s Vocational Licence (BDVL)”. Click “Apply” to proceed.



****Alternatively, you may use the search function to find Land Transport Authority. Select “Available Services”, scroll down to search for BDVL and click “Apply”**



Apply for Bus Driver's Vocational Licence (BDVL)



Apply

Step 4: Read the details of BDVL. Click “Apply” when ready to proceed.

Apply for Bus Driver's Vocational Licence (BDVL)

Licences (New) • LTA

Apply



Details

Bus Driver's Vocational Licence (BDVL) is required for drivers of buses registered as Private Hire Buses, School Buses or Excursion Buses, associated with fare charges. On the other hand, Bus Attendant's Vocational Licence (BAVL) allows you to work as a bus attendant on a school bus in Singapore.

A Digital LTA Vocational Licence (Digital LTA VL) will be issued on the Singpass app after completing your vocational licence course/test, replacing the need for a physical card. If you still wish to own a physical card, you can apply for one on [GoBusiness](#) only after you have been issued with a Digital LTA VL.

Please refer to our [OneMotoring](#) website for more details.

Fees and additional information

Fee

A non-refundable application fee of \$40 is payable upon submission of all documents.

Step 5: You should see the correct type of VL (BDVL) you are applying for at the top of this page. Please ensure you are applying for the correct VL.

You are applying for Bus Driver's Vocational Licence (BDVL) (LTA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 20 min to complete

Step 6: Under “General Information” > “Profile”, select I am applying “as an applicant” if you are applying for your own VL or “on behalf of applicant” if you are applying on behalf of someone else (eg. company applying on behalf of driver.)

For **Self-Application**, continue with **step 6a**.

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying



As an applicant



On behalf of applicant

For **Application on behalf**, continue with **step 6b**.

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

☐ As an applicant

☒ On behalf of applicant 

Step 6a: <For Self-Application> Under “Applicant Detail”, verify the auto-populated details. Complete the remaining fields – “Salutation”, “Email” and “Contact Number”. To proceed, click “Application Details”, then proceed to **step 7**.

Applicant Detail

Salutation

Select 

Name

Default User

ID Type

NRIC 

ID No.



Email

defaultuser@gmail.com

Contact Number

+65 9123 4567

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

Reset Address

Save Draft

Application Details →

Step 6b: <For Application on behalf> Under “Applicant Detail”, fill up all the details of the applicant whose VL will be issued to. Under “Filer Detail”, fill up the details of the person applying on behalf. To proceed, click “Application Details”, then proceed to **step 7**.

Applicant Detail

Salutation

Select

Name

ID Type

Select

Email

Contact Number

+65 E.g. 8123 4567

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name

Filer Detail

Salutation

Select

Name

Default User

ID Type

NRIC

ID No.

Email

defaultuser@gmail.com

Contact Number

+65 9123 4567

Save Draft

Application Details →

Step 7: Read the General Guidelines for VL Applicants.

General Guidelines for Vocational Licence (VL) Applicants

1. The application fee of \$40 is non-refundable.
2. Please do not apply for a vocational licence if:
 - Applicant has a suspended or disqualified driving licence
 - Applicant is an existing vocational licence holder but whose VL is currently suspended or revoked
 - Applicant currently has an on-going investigation case

In general, those who have committed serious offences (including rape, murder or kidnapping) will be barred for life. For less serious offences (including housebreaking and cheating), applications will be barred from consideration for a VL for a certain period after the date of conviction.

3. Applicants are required to pass a medical examination and attend the respective training courses.
4. The application approval is at the sole discretion of LTA.

For more information, please visit <https://onemotoring.lta.gov.sg>

Please refer to the [Application Guidelines and Requirements](#) before completing the form.

Step 8:

Step 8a: Under “Additional Applicant Particulars”, select your citizenship accordingly.

Additional Applicant Particulars

Citizenship

Singaporean

Step 8b: Complete all the remaining fields under “Additional Applicant Particulars”.

Note:

- For DOB and Driving Licence Issue date, you may enter the dates manually in the following format “DD/MM/YYYY”.
- Applicants are required to hold a valid Class 3/3A Singapore Driving Licence for **at least a continuous period of one year** at the point of application

Date of Birth

DD/MM/YYYY

Marital Status

☐ Single

☐ Married

Sex

☐ Male

☐ Female

Race

Select

Education Level

Select

Driving Licence Issue Date

Note: Driving Licence issued date is at the back of Driving Licence.

DD/MM/YYYY

Current Occupation

0/45

- For **Malaysians/Other Work Pass Holders**, please fill up the following additional fields – “Company Name” and “Employment Start Date”.

Company Name

0/100

Employment Start Date

DD/MM/YYYY

Step 8c: Complete your declaration.

Declaration

Have you ever been convicted in a court of law in Singapore?

☐ Yes

☐ No

Has your driving licence ever been disqualified / suspended?

☐ Yes

☐ No

Step 8d: Under “Identification Document”, click on the “cloud” button to upload your identification documents (eg. copy of colored NRIC – front and back, copy of driving licence etc.)

Identification Document

Click "Add" after uploading a file.



Identification Document

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.



Drop a file here or click to upload

Step 8e: A document link should appear below with a green check message.

Identification Document

Click "Add" after uploading a file.

Identification Document

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.



blank.jpg (55.5 KB)

✓ Uploaded



Step 8f: To complete the upload of document, click on “Add” below.

Identification Document

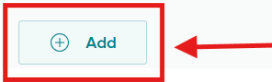
Click "Add" after uploading a file.

Identification Document

Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

[blank.jpg](#) (55.5 KB)

Uploaded



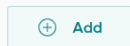
Step 8g: You should see the document successfully uploaded below.

Click "Add" after uploading a file.

Identification Document

Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload



Identification Document	Actions
blank.jpg	

Step 8h: Repeat **steps 8d to 8g** for upload of other documents such as passport size photo, letter and other supporting documents (where required).

Note:

- For **Malaysian applicants**, you are required to upload additional document (ie. Valid Work Pass) under "Work Pass".

Work Pass

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Work Pass

Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
For Foreigner: Mandatory to upload upon application for all type of vocational licences.

Drop a file here or click to upload



- For **other Work Permit Holder applicants**, you are required to upload additional documents such as valid Work Pass under "Work Pass" and Employment Letter under "Employment letter for Foreigners".

Work Pass

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Work Pass

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
For Foreigner: Mandatory to upload upon application for all type of vocational licences.

Drop a file here or click to upload



Employment letter for Foreigners

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Employment letter for Foreigners

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Mandatory to upload for Foreigners applying BDVL.

Drop a file here or click to upload



Step 9: Indicate remarks (if any).

Remarks

Remarks (Optional)

0/100

Step 10: Under "Acknowledgement", read the declaration message, then check on "Yes" and click "Review Form" to proceed.

Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned

☒ Yes

← General Information

Save Draft

Review Form →



Step 11: Review your details provided. Once done, click on "Declaration".

Remarks

Remarks
-

Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned

- Yes

← Back to Edit

Declaration →

Step 12: Read through the declaration. Check on the declaration box and click on “Make payment”.

STEP 4

Declaration

Please scroll to read and acknowledge the following clauses.

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Taxi Driver's Vocational Licence (TDVL) (LTA)

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.



hereby declare that all of the above is true.

← Review Form

Make Payment →

Step 13: Proceed with the on-screen instruction to make payment using a credit card, debit card or PayNow QR code.

Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Bus Driver's Vocational Licence (BDVL)		
Application Fee	-	\$40.00
Subtotal		\$40.00
Amount Payable		\$40.00

Payment method

Please choose a payment method.



Credit/Debit Card →



PayNow QR →

<<End>>