PDVL to TDVL Conversion User Guide
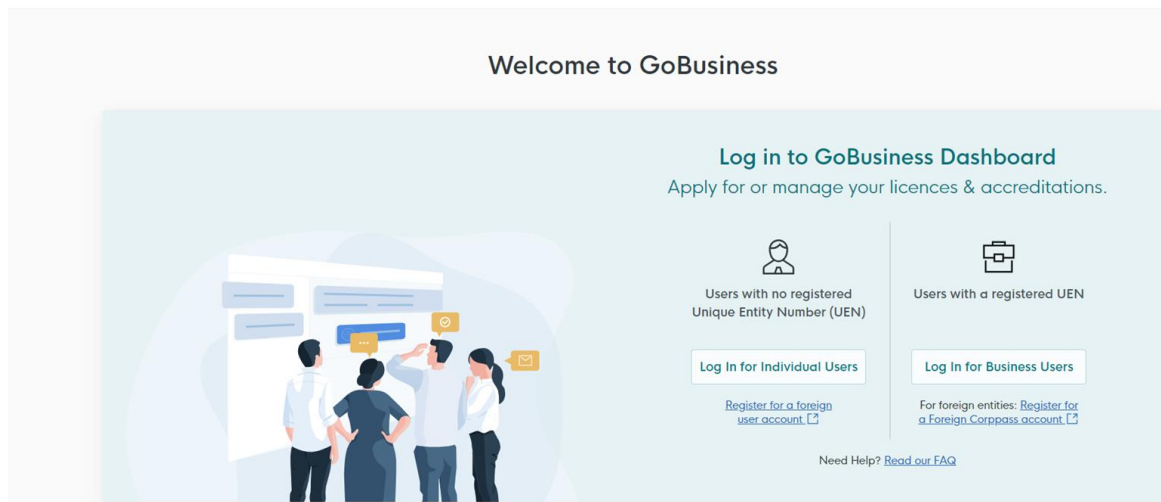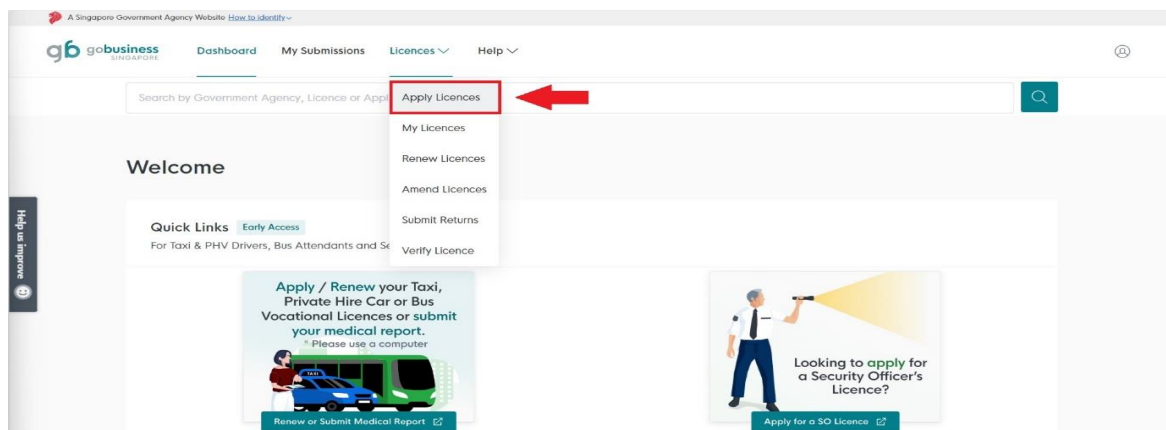
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Things to note:

1) You should only refer to this guide if you wish to convert your Private Hire Car Driver's Vocational Licence (PDVL) to a Taxi Driver's Vocational Licence (TDVL).
2) If you have recently passed and obtained a temporary PDVL, kindly ensure that your PDVL is issued/ you are able to view your PDVL expiry date in system first before applying for the conversion to TDVL. Otherwise, it will be considered as a fresh TDVL application. You may check your licence expiry date here.
3) If your existing PDVL is due to expire, kindly renew your PDVL first before submitting for a conversion to TDVL.
4) Please note that the converted TDVL will be valid for the remaining duration of the original PDVL.
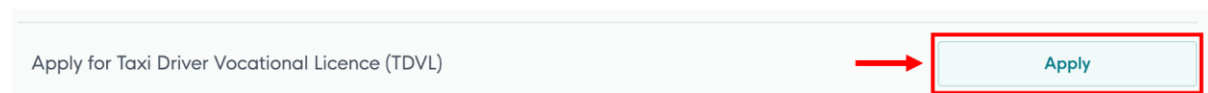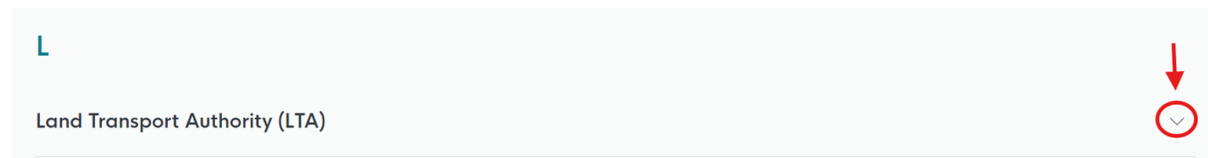
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Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.
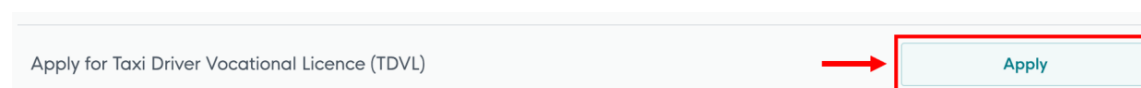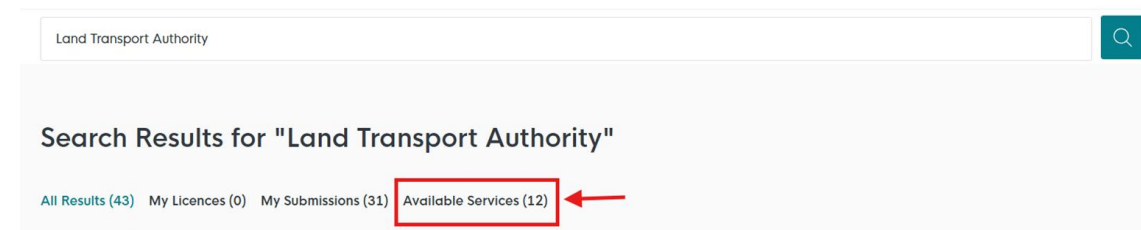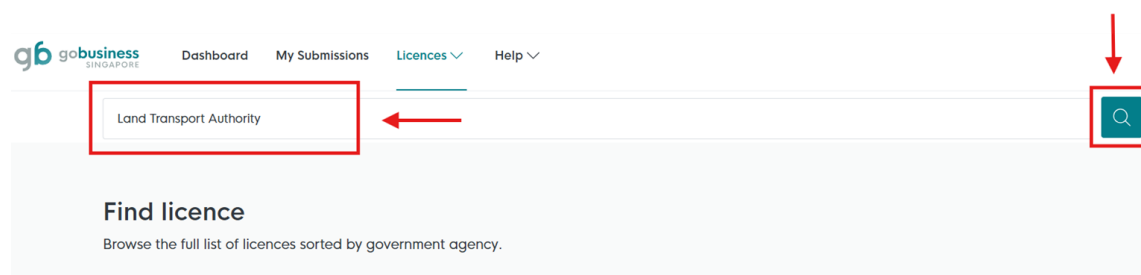

Step 2: Upon successful login, go to "Licences", and click "Apply Licences".
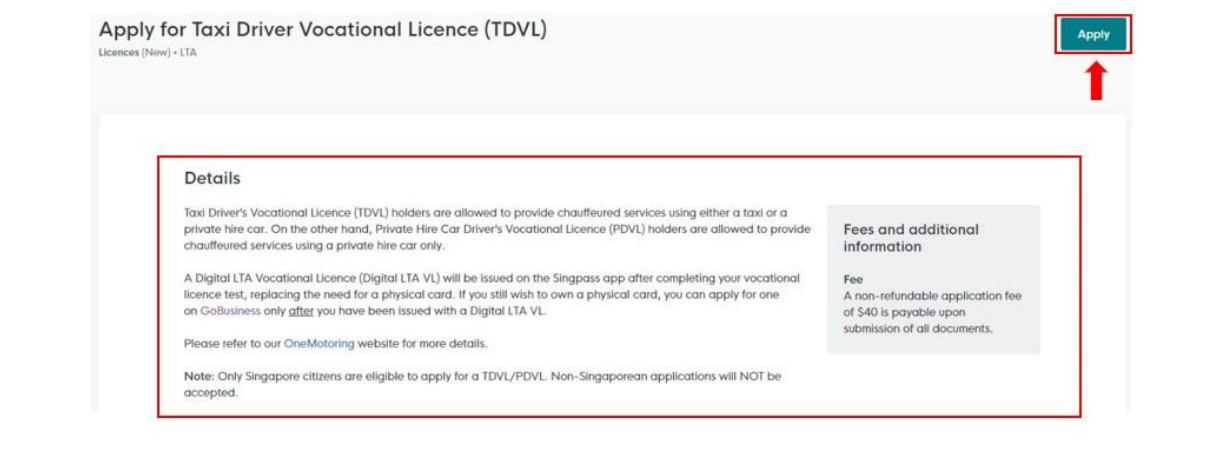
Step 3: Scroll down the list of government agencies and look for "Land Transport Authority". Click on the drop-down list to locate "Apply for Taxi Driver's Vocational Licence (TDVL)". Click "Apply" to proceed.

L

Land Transport Authority (LTA)

Apply for Taxi Driver Vocational Licence (TDVL)   Apply

**Alternatively, you may use the search function to find Land Transport Authority. Select "Available Services", scroll down to search for TDVL and select "Apply"

gb gobusiness SINGAPORE   Dashboard   My Submissions   Licences ∨   Help ∨

Land Transport Authority   🔍

Find licence
Browse the full list of licences sorted by government agency.

Land Transport Authority   🔍

Search Results for "Land Transport Authority"

All Results (43)   My Licences (0)   My Submissions (31)   Available Services (12)

Apply for Taxi Driver Vocational Licence (TDVL)   Apply

Step 4: Read the details of TDVL. Click "Apply" when ready to proceed.

Apply for Taxi Driver Vocational Licence (TDVL)   Apply
Licences (New) • LTA

Details

Taxi Driver's Vocational Licence (TDVL) holders are allowed to provide chauffeured services using either a taxi or a private hire car. On the other hand, Private Hire Car Driver's Vocational Licence (PDVL) holders are allowed to provide chauffeured services using a private hire car only.

A Digital LTA Vocational Licence (Digital LTA VL) will be issued on the Singpass app after completing your vocational licence 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.

Note: Only Singapore citizens are eligible to apply for a TDVL/PDVL. Non-Singaporean applications will NOT be accepted.

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 (TDVL) you are applying for at the top of this page. Please ensure you are applying for TDVL.

You are applying for Taxi Driver's Vocational Licence (TDVL) (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.

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 <u>all the details of the applicant whose VL will be issued to</u>. Under "Filer Detail", fill up the <u>details of the person applying on behalf</u>. 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)   Unit (Optional)   Building Name

Eg: 01, B1, 01M   Eg: #05-01, use 01

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. ***Note that for PDVL to TDVL conversion application, the application fee is $28.04. You may disregard the fee listed in the screenshot below. The correct fee will appear at the final payment page.***

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: Under "Additional Applicant Particulars", fill up all the mandatory fields.
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

Additional Applicant Particulars

Citizenship

| Singaporean | ∨ |

Date of Birth

| DD/MM/YYYY | 📅 |

Marital Status

◯ Single

◯ Married

Sex

◯ Male

◯ Female

Race

| Chinese | ⊗ ∨ |

Education Level

| Select | ∨ |

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

| DD/MM/YYYY | 📅 |

Step 9: Complete your declaration.

Step 10:

Step 10a: Under "Identification Document", click on the "cloud" button to upload your identification documents (ie. a copy of your colored NRIC – front and back).

Step 10b: A document link should appear below with a green check message.

Step 10c: 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	🗑

⊕ **Add** ←

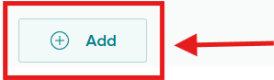**Step 10d:** You should see the document successfully uploaded below.

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

⊕ **Add**

Identification Document		Actions
blank.jpg		✏ 🗑

Step 10e: Repeat **steps 10a to 10d** for upload of other documents such as passport size photo.
*(**Note: You are <u>not</u> required to upload any education certificates in the PDVL to TDVL conversion application. You may upload a blank document to proceed to the next step)***

Step 11: Inputs remarks (if any)

Remarks

Remarks (Optional)

0/100

Step 12: 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 13: Review your details provided under "Review Form". 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 14: 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 15: Proceed with the on-screen instruction to make payment using a credit card, debit card or PayNow QR code. Kindly ensure that the non-refundable application fee stated at this page is **$28.04.**

Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Taxi Driver's Vocational Licence (TDVL)		
Application Fee	–	$28.04
	Subtotal	$28.04
	Amount Payable	**$28.04**

Payment method

Please choose a payment method.

Credit/Debit Card →

PayNow QR →

<<End>>