

CIRCULAR 12/2013

**Sub: Motor Vehicles Department-Affixing photographs in Certificate of
Registration-Direction issuing of-Reg**

**Ref: Request of the Additional Registering Authority, Thiruvananthapuram
dated 20-05-2013**

Attention is invited to the above subject. It has come to the notice that many documents and demand notices dispatched by speed post are being returned since the addressee could not be traced out. Besides some malpractices regarding registration of vehicle have also been noticed. In order to avoid these problems, the following directions are issued for strict compliance.

1. Application without full address including Post Office and PIN Code and telephone number of the applicant (either land line or mobile) shall not be accepted;
2. While receiving the applications for registration of vehicles, transfer of ownership or permit, two recent passport size photographs of the registered owner shall be insisted;
3. If the applications are submitted online the photograph of the registered owner shall be scanned and uploaded by the dealer or the applicant;
4. In the case of applications submitted through counter, photograph of the registered owner shall be scanned by the Section Clerk concerned and added to the date base;
5. Till the software is modified for scanning photo, the R/C shall be laminated after affixing the photograph of the registered owner. The photograph shall be affixed on left top corner of the R/C print.

6. It has come to the notice that some registering authorities are not accepting Election Identity Card as address proof. It may be noted that Election Identity Card is a valid proof of address though it is termed as Electoral Roll in Rule 4 of the Central Motor Vehicles Rules, 1989. Electoral Roll is a book like document which cannot be acquired by a common citizen. It is not proper to put all the applicants into hardships in the name of a few fraudulent applications. Hence it is hereby directed that Election Identity Card should be accepted as a proof of address if it has the full address of the applicant. However the Licensing Authority may accept one or more of the documents listed in Rule 4 of the Central Motor Vehicles Rules or an affidavit in suspicious cases.

This circular shall come into force with immediate effect from 1st July, 2013

Sd/-
Transport Commissioner

To
All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Approved for issue


Senior Deputy Transport Commissioner
(Taxation)

