

Vehicle Registration Renewal

Required Documents (Male Lessee):

1. Copy of valid ID
2. Copy of valid driving license
3. Original & stamped valid Motor Vehicle Periodic Inspection report
4. Original Vehicle Registration

Required Documents (Female Lessee)

1. Copy of valid ID
2. Original & stamped valid Motor Vehicle Periodic Inspection report
3. Original Vehicle Registration
4. Copy of the authorized driver's valid ID
5. Copy of the authorized driver's Driving License
6. Fill in the Authorized Driver form, sign & stamp by employer and Chamber of Commerce *

The following conditions –where ever applicable- should be met prior to submitting the application:

- 1- Pay all outstanding Traffic Violation fees. Payment should be made to Traffic Department directly
- 2- Pay SR 100 per every year **IF** Vehicle Registration is expired for more than 10 days. Payment should be made to NCB account # (61901299920105). Voucher should be submitted with the application.
- 3- Pay SR 150 **IF** Vehicle Registration is lost. Payment should be made to NCB account # (61901299920105). Voucher should be submitted with the application.

*Forms are available at the Customer Services desk

Ownership Transfer

Document Required (Male Lessee):

1. Copy of valid ID
2. Copy of valid driving license
3. Original & stamped valid Motor Vehicle Periodic Inspection report
4. Original Vehicle Registration
5. Valid Insurance Policy Certificate in the name of the new owner
6. **For Expats:** print from Traffic department showing the number of owned cars. Maximum 2 cars allowed

Required Documents (Female Lessee)

1. Copy of valid ID
2. Original & stamped valid Motor Vehicle Periodic Inspection report
3. Original Vehicle Registration
4. Valid Insurance Policy Certificate in the name of the new owner
5. Copy of the authorized driver's valid ID
6. Copy of the authorized driver's Driving License
7. Fill in the Authorized Driver form, sign & stamp by employer and Chamber of Commerce *

The following conditions –where ever applicable- should be met prior to submitting the application:

- 1- Pay all outstanding Traffic Violation fees. Payment should be made to Traffic Department directly.
- 2- Pay SR 150 **IF** Vehicle Registration is lost. Payment should be made to NCB account # (61901299920105). Voucher should be submitted with the application.

*Forms are available at the Customer Services desk

Local Authorization to Drive

Required Documents & Actions

1. Due balance must be paid in full
2. Original valid Driving License for the lessee or the authorized driver
3. Original valid ID for the lessee or the authorized driver
4. Original valid Vehicle Registration
5. Pay the Additional Driver service fees

International Authorization to Drive

Required Documents & Actions

1. International insurance policy covering the required period
2. Installments covering the traveling period must be paid in advance

The following conditions –where ever applicable- should be met prior to submitting the application:

1. Pay service fees
2. The destination country must be approved by NCB