

## STANDARD OPERATING PROCEDURE (SOPT 01)

### Driver Permit Tag – First-Time Applications (LPTV & PTV)

#### Transport Malta – Land Transport Directorate: Projects & Operations Unit

## 1. Purpose

This procedure outlines the process for the **assessment of eligibility and issuance of driver permit tags** (LPTV and PTV), for first-time tag applications.

## 2. Definitions and Licence Eligibility

Vehicle Type	Passenger Capacity (excluding driver)	Required Licence	Permitted Designation
<b>Cab (LPTV)</b>	Up to 8	Category B	Cab Driver
<b>Minibus</b>	Up to 16	Category D1	Minibus Driver
<b>Bus</b>	More than 16	Category D	Bus Driver

### European Economic Area (EEA):

EEA countries include all European Union (EU) Member States, as well as:

- Iceland
- Liechtenstein
- Norway

### 3. Application Requirements (For All Applicants)

Category	LPTV	PTV
Application Form	DPA13	DPA12
Identification	ID Card / Residence Card / Immigration Police Booklet	ID Card / Residence Card / Immigration Police Booklet
Course	Customer Care	Driver CPC
Medical	DRV032	DRV032
Driving Licence	Category B (Maltese or EU driving licence only)	Category D1/D (or equivalent) – A valid driving licence issued in any country
Photo	Required (except for Maltese driving licence holders)	Required (except for Maltese driving licence holders)
Criminal Record	Local and foreign (if applicable)	Local and foreign (if applicable)
Additional	—	Boarding ticket showing last arrival date in Malta (for non-EU driving licence holders)
Fee	€17.50 (non-refundable)	€17.50 (non-refundable)

#### Additional Fee – Harmonised Codes (Maltese Driving Licence Holders)

Where the applicant holds a Maltese driving licence, an additional fee of **€10** shall apply for the update of the driving licence card with the relevant harmonised code(s):

- Code 103 – Cab (LPTV)
- Code 104 – Minibus (PTV)
- Code 105 – Bus (PTV)

For PTV tags, the harmonised code(s) assigned shall correspond to the applicant’s driving licence category:

- Applicants holding a **Category D1** licence shall be issued **Code 104 (Minibus)**
- Applicants holding a **Category D** licence shall be issued **Code 104 (Minibus)** and **Code 105 (Bus)**

#### 3.1 Criminal Record Verification

- **Local Criminal Record (Fedina Penali)** – required in all cases and obtained by Transport Malta directly.

- **Foreign Criminal Record** – required only where the applicant has resided outside Malta. In such cases, the applicant must provide an official extract from the judicial record, or an equivalent document issued by a competent judicial or administrative authority from the country of origin or residence. **Exception:** In cases where such documentation cannot be obtained (e.g. war-torn or high-risk countries), an affidavit certified by a local notary may be accepted.

Transport Malta shall assess the applicant's criminal record in accordance with applicable legislation to determine whether the applicant is fit and proper to hold a driver permit tag.

Applications shall not proceed where the criminal record indicates offences that are incompatible with the role of a driver.

### 3.2 Medical Fitness Verification

Applicants shall submit a valid **DRV032 medical certificate** issued in the last 6 months.

Applications shall not proceed where:

- The certificate is invalid, OR
- The applicant is not medically fit

### 3.3 Employment Authorisation – Secondary Employment

Applicants who are already engaged in full-time employment and are applying for a driver permit tag for a part-time role must hold a valid **Secondary Employment Licence** issued by JobsPlus. The Secondary Employment Licence must reflect the correct designation: 'Cab Driver' (LPTV), OR 'Minibus Driver' / 'Bus Driver' (PTV). The Secondary Employment Licence must be linked to an employer holding a valid operator licence: LPTS (LPTV), OR CPOL (PTV).

## 4. Processing Approach (Process A vs Process B)

The process depends on the type of residence permit held by the applicant.

### 4.1 Process A: Non-Single Work Permit Holders

This applies to applicants whose residence card **does not** include employer name or job designation.

#### 4.1.1 Required Documents

Applicants shall submit all documents listed in Section 3.

#### 4.1.2 Additional Requirements – Third Country Nationals

For applicants who are **not Maltese / EU / EEA / Swiss nationals**, the following shall also be required:

##### a) JobsPlus Documentation

- Valid JobsPlus documentation reflecting the correct designation and linked to an employer holding a valid operator licence. Refer to *Section 4.1.3*.

##### b) Employer Declaration (TM template)

- Must confirm employment, operator licence details, and LPTS/CPOL expiry date.
- Where the applicant holds full-time and part-time employment with different operators, an Employer Declaration shall be submitted from each operator.
- Signed by the licence holder or authorised representative (as per TM records), with a copy of the signatory's ID card. The employer may submit the ID copy directly instead of providing it to the applicant.
- The operator licence(s) must be valid. Refer to *Section 4.1.5*
- Self-employed applicants may submit a copy of a valid operator licence (LPTS / CPOL) in lieu of an Employer Declaration.

### 4.1.3 JobsPlus Documentation

The type of JobsPlus documentation required depends on the applicant’s residence status.

Applicant Category	Residence Documentation	Employment Authorisation
<b>Third Country Nationals – Family Members of EU Nationals</b>	Residence Card	JobsPlus Engagement Form or job history
<b>Third Country Nationals – Exempt Persons</b> under Article 4(1)(d) Article 4(1)(e) Article 4(1)(f) Article 4(1)(g) Article 4(1)(h)	Residence Card	JobsPlus Engagement Form or job history
<b>Third Country National – Article 18(1) Permanent Residence</b>	Residence Card	JobsPlus Engagement Form or job history
<b>Long-Term Resident (LTR) status holders</b>	Residence Card	JobsPlus Engagement Form or job history
<b>Family Members of Long-Term Residents</b>	Residence Card	Employment Licence, together with either a JobsPlus Engagement Form or job history
<b>Third Country Nationals – Family reunification</b>	Residence Card / Single Work Permit	Single Work Permit (where applicable); OR Employment Licence, together with either a JobsPlus Engagement Form or job history
<b>Refugees/ Subsidiary Protection</b>	Residence Card	Employment Licence, together with either a JobsPlus Engagement Form or job history
<b>Temporary Permits for:</b>  - TCN parent of a Maltese Citizen  - Partner of a Maltese Citizen if they live with the Maltese citizen  - TCN sons or daughters of Maltese citizens  - Working Holidays (agreement between Malta and Australia; and between Malta and New Zealand)	Residence Card	Employment Licence, together with either a JobsPlus Engagement Form or job history

Applicant Category	Residence Documentation	Employment Authorisation
Third Country Nationals – Article 8	Residence Card	Employment Licence
Asylum seekers	Residence Card	Employment Licence
Failed Asylum seekers	Immigration Police Booklet	Employment Licence
Student	Student permit	Employment Licence
Third Country Nationals – Part-time employment	Residence Card; OR Single Work Permit; OR Immigration Police Booklet	Secondary Employment Licence

#### 4.1.4 Application Outcome

Where all required documents are valid and compliant, and the applicant meets the medical and criminal record requirements:

- No *Tag Eligibility Confirmation Letter* is required
- The application proceeds directly to tag issuance

#### 4.1.5 Tag Validity

The validity of the driver permit tag shall **not exceed the earliest expiry date** of any of the following:

- The driving licence
- The residence card/ Immigration Police booklet in case of Rejected Asylum Seekers
- The employment authorisation (as per Section 4.1.3)
- Twelve (12) months from date of last entry in Malta – in the case of PTV tag applicants with a non-EU driving licence

- The validity of LPTS Operator Licence (for LPTV) or the validity of CPOL Licence (for PTV) in case of self-employed applicants.
- Where the applicant is employed by a third-party operator, the operator licence must be valid for a minimum of fifteen (15) calendar days from the date of application. If the operator licence is due to expire within this period, the application shall not proceed.

## 4.2 Process B: Single Work Permit Holders

This process applies to applicants whose residence card includes the employer name and job designation.



### Process Flow (Process B):

1. Eligibility assessment by Transport Malta
2. Issuance of Tag Eligibility Confirmation Letter (where applicable)
3. Processing by Identità
4. Submission of Single Work Permit to Transport Malta
5. Final verification and tag issuance

#### 4.2.1 Required Documents

Applicants shall submit all documents listed in Section 3.

#### **4.2.2 Eligibility Assessment (Transport Malta)**

Upon receipt of a tag application, Transport Malta shall verify:

- Validity of all submitted documentation
- Driving licence category and validity (in line with Section 2)
- Compliance with required course certification
- Criminal record checks (in line with Section 3.1)
- Medical fitness (DRV032) (in line with Section 3.2)

Where all requirements are satisfied, the following shall apply:

- Where there is no change in employer and no change in job designation, the application shall proceed directly to tag issuance (*Section 4.2.6*)
- Where the applicant does not hold a Single Work Permit reflecting the correct employer and job designation, or where there is a change in employer or job designation (except where permitted under Section 3.4), proceed to *Section 4.2.3*

#### **4.2.3 Tag Eligibility Confirmation Letter (where applicable)**

The *Tag Eligibility Confirmation Letter* shall be issued only where the applicant **satisfies all eligibility criteria but does not yet hold a compliant Single Work Permit.**

This applies where the applicant is:

- in the process of obtaining a Single Work Permit, OR
- changing employer, OR
- changing job designation on the Single Work Permit

In such cases, Transport Malta shall issue a *Tag Eligibility Confirmation Letter* with a unique reference number to enable Identità to proceed with the issuance or update of the Single Work Permit.

Two (2) original letters shall be issued:

- One copy shall be sent to the applicant by post
- One copy shall be scanned and forwarded to Identità by email and retained in the applicant's file

The *Tag Eligibility Confirmation Letter* confirms that the applicant is eligible for a driver permit tag. **It does not constitute the issuance of a driver permit tag, and the applicant is not permitted to drive or operate under the tag until the driver permit tag has been formally issued by Transport Malta.**

#### **4.2.4 Processing by Identità**

Upon verification of the Tag Eligibility Confirmation Letter, Identità shall proceed with the issuance of the Single Work Permit (residence card), ensuring that it reflects:

- the employer name, and
- the job designation ('Cab Driver' (LPTV) or 'Minibus Driver' / 'Bus Driver' (PTV))

#### **4.2.5 Submission of Single Work Permit (Residence Card) to Transport Malta**

Once issued, the applicant shall submit to Transport Malta:

- The Single Work Permit (physical Residence Card); and
- Employer Declaration (TM template) confirming employment, operator licence details and LPTS/CPOL expiry date. Signed by the licence holder or authorised representative (as per TM records), with a copy of the signatory's ID card. The employer may submit the ID copy directly instead of providing it to the applicant.
- Self-employed applicants may submit a copy of a valid operator licence (LPTS / CPOL) in lieu of an Employer Declaration.

Where the applicant holds full-time and part-time employment with different operators, an Employer Declaration shall be submitted from each operator. The Operator Licence(s) must be valid. **Refer to Section**

#### **4.1.5**

#### **4.2.6 Tag Issuance**

Where all requirements are satisfied, the driver permit tag shall be issued in accordance with **Section 4.1.5**.

The issuance of the driver permit tag confirms that the applicant is authorised to operate in accordance with the applicable designation and licence category.