

STANDARD OPERATING PROCEDURE (SOPT 02)

Driver Permit Tag – Renewal 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 renewal applications.

2. Definitions and Licence Eligibility

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

Applicants must hold the appropriate driving licence category corresponding to the requested tag type.

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)

Applicants shall submit the following documents:

Category	Requirement
Application Form	Completed DPA14 (Tag Renewal Form)
Identification	Original Residence Card and copy
Driving Licence	Copy of valid driving licence
Police Conduct	Local Police Conduct Certificate
Medical	Valid DRV032 medical certificate
Course Certificate	Driver CPC certification (PTV only)
Boarding Ticket	Boarding ticket showing last arrival date in Malta (for non-EU driving licence holders – PTV Tag only)
Payment	€12 (non-refundable)

3.1 Criminal Record Verification

- Local police conduct certificate is required for renewal applications
- Transport Malta shall assess whether the applicant remains fit and proper

Applications shall not proceed where the criminal record indicates offences incompatible with the role.

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 Verification

Applicants must demonstrate continued employment aligned with the tag:

- Valid **JobsPlus documentation** (as applicable)
- Valid **Employer Declaration (TM template)** 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.
- Employer must hold a valid:
 - **LPTS Operator Licence (LPTV)**, OR
 - **CPOL Licence (PTV)**

Applications shall not proceed where employment or operator licence requirements are not satisfied.

3.4 Job Designation Requirements

The following designations may be temporarily accepted for renewal applications:

- **Driver** (LPTV / PTV)
- **Chauffeur** (LPTV only)
- **Taxi Driver** (LPTV only)

Applicants shall be required to regularise their designation to the correct terminology for future renewals:

- **Cab Driver** (LPTV)
- **Minibus Driver / Bus Driver** (PTV)

Designation Update (Allowed Case)

A change in designation from "**Driver**", "**Taxi Driver**", or "**Chauffeur**" to "**Cab Driver**" may be accepted for renewal applications, provided that:

- There is no change in employer; and
- All other eligibility requirements are met

3.5 Secondary Employment Licence (where applicable)

Where the applicant is renewing a tag for part-time employment:

- A valid **Secondary Employment Licence** with designation matching requested role.

3.6 Residence Documentation

Applicants must present valid residence documentation.

This may include:

- A valid Residence Card, OR
- Interim residence documentation (“blue paper”), where applicable

3.6.1 Interim Residence Documentation (Blue Paper)

Interim residence documentation (commonly referred to as “blue paper”) may be accepted where:

- The applicant is renewing their residence permit, AND
- There is no change in employer, AND
- There is no change in job designation, except where the change falls under Section 3.4 (Designation Update – Allowed Case)

Transport Malta shall verify the applicant’s status using the information provided by Identità, including the daily report shared with Transport Malta, to confirm whether:

- The application involves a change in employer, OR
- The application involves a change in job designation

Interim residence documentation shall not be accepted where:

- There is a change in employer, OR
- There is a change in job designation that does not fall under Section 3.4

In such cases, the applicant must present the updated residence card reflecting the correct details prior to tag issuance.

4. Processing Approach (Process A vs Process B)

The renewal process depends on whether the applicant holds a Single Work Permit.

Applicants whose residence documentation includes employer name and job designation shall be processed under Process B.

All other applicants shall be processed under Process A.

4.1 Process A – Non-Single Work Permit Holders

This applies to applicants whose residence documentation does **not include employer name and job designation**.

4.1.1 Requirements

Applicants must 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
Third Country Nationals – Family Members of EU Nationals	Residence Card	JobsPlus Engagement Form or job history
Third Country Nationals – Exempt Persons 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
Third Country National – Article 18(1) Permanent Residence	Residence Card	JobsPlus Engagement Form or job history
Long-Term Resident (LTR) status holders	Residence Card	JobsPlus Engagement Form or job history
Family Members of Long-Term Residents	Residence Card	Employment Licence , together with either a JobsPlus Engagement Form or job history

Applicant Category	Residence Documentation	Employment Authorisation
Third Country Nationals – Family reunification	Residence Card / Single Work Permit	Single Work Permit (where applicable); OR Employment Licence, together with either a JobsPlus Engagement Form or job history
Refugees/ Subsidiary Protection	Residence Card	Employment Licence, together with either a JobsPlus Engagement Form or job history
Temporary Permits for: - 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
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 final verification and 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)
- Residence documentation shall be assessed (in line with Section 3.6)

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 compliant Single Work Permit, 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 hold a compliant Single Work Permit.**

This applies where the applicant is:

- in the process of renewing a Single Work Permit, OR
- changing employer, OR
- changing job designation on the Single Work Permit (except where permitted under Section 3.4)

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 in accordance with *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.