

RoadForms

Supporting Documents Checklist

Here's everything to bring to the licensing office, organized by what you're doing below.

Some offices add their own extra rules on top of this. If you're not sure, call ahead.

✓ Bring these, whatever you're doing

- ☐ Your own copy of your ID. The office won't copy it for you. No photos of your ID lying on a table or car seat -- it must be clear and correct.
- ☐ If that copy isn't certified yet, bring your original ID too. The official checks it and certifies your copy right there at the counter.
- ☐ Certified only by a Commissioner of Oaths or a police station (SAPS). PostNet doesn't count, and neither does a bank or shop's own stamp.
- ☐ A real signature in black ink on every form -- not scanned, not typed.
- ☐ A card to pay with. Licensing offices don't take cash.
- ☐ A roadworthy certificate, if your transaction needs one, issued less than 60 days ago. Regular passenger and light vehicles only need a standard roadworthy certificate -- a Certificate of Fitness (COF) is a separate, stricter certificate needed instead, only for double-disc vehicles (used for reward, heavy loads, dangerous goods, or rescue).
- ☐ Doing this for someone else (not a company)? Bring their signed permission letter -- sometimes an affidavit too -- plus a certified copy of your own ID.

1. Sell / Transfer a Vehicle (RLV + NCO)

For the seller and buyer to move the vehicle into the buyer's name. Bring your signed RoadForms RLV and NCO forms, then:

Seller brings

- ☐ Valid ID -- green ID book, smart ID card, or (non-SA citizens) a TRN certificate with a valid passport and visa/work permit
- ☐ Proof of address, less than 3 months old -- a utility bill, bank statement, lease, or municipal account
 - Not in your name? Add an affidavit and a copy of the homeowner's ID, plus the bill itself
- ☐ The vehicle's original registration certificate (RC1) -- you'll hand this to the buyer
- ☐ Selling for a company? Bring the BRNC, CIPC/CK1 documents, and a copy of the proxy's ID. A letter of authority helps but isn't always required

Buyer brings

- ☐ Valid ID -- green ID book, smart ID card, or (non-SA citizens) a TRN certificate with a valid passport and visa/work permit
- ☐ Proof of address, less than 3 months old -- a utility bill, bank statement, lease, or municipal account
 - Not in your name? Add an affidavit and a copy of the homeowner's ID, plus the bill itself
- ☐ The original RC1, received from the seller
- ☐ A roadworthy certificate, if the vehicle's current one is older than 60 days (or a Certificate of Fitness instead, if it's a double-disc vehicle -- see General Requirements)
- ☐ Proof of purchase -- a signed agreement or receipt with both names, the price, and the vehicle's details
- ☐ Buying for a company? Bring the BRNC, CIPC/CK1 documents, and a copy of the proxy's ID

 **Financed vehicle?** The RC1 must be in the seller's name -- a bank settlement letter alone doesn't change that, since banks usually only issue one for their own account holder. Dealer stock (MD STOCK) is an exception, mostly in Gauteng. Check with your local office first.

 **Special cases:** Deceased estates, imported or modified vehicles, and vehicles with changed weight all need extra paperwork -- a death certificate, customs papers, or an engineering certificate. Check with your local office.

2. Notify a Vehicle Sale (NCO only)

For a seller lodging the sale alone -- the buyer will register later, at their own office. Bring your signed RoadForms NCO form, then:

- ☐ Valid ID -- green ID book, smart ID card, or (non-SA citizens) a TRN certificate with a valid passport and visa/work permit
- ☐ Proof of address, less than 3 months old -- a utility bill, bank statement, lease, or municipal account
 - Not in your name? Add an affidavit and a copy of the homeowner's ID, plus the bill itself
- ☐ A certified copy of the RC1 -- the original goes to the buyer, not the licensing office
- ☐ A copy of the sale agreement or receipt, with the date, buyer's details, and price
- ☐ A certified copy of the buyer's valid ID
- ☐ Selling for a company? Bring the BRNC, CIPC/CK1 documents, and a copy of the proxy's ID

3. Change of Particulars (NCP)

For updating your own address or contact details -- no change of ownership. Bring your signed RoadForms NCP form, then:

- ☐ Valid ID -- green ID book, smart ID card, or (non-SA citizens) a TRN certificate with a valid passport and visa/work permit
- ☐ Proof of your new address, less than 3 months old -- a utility bill, bank statement, lease, or municipal account
 - Not in your name? Add an affidavit and a copy of the homeowner's ID, plus the bill itself

4. Renew Your Vehicle Licence (ALV)

For renewing your licence disc. Bring your signed RoadForms ALV form, then:

- ☐ Valid ID -- green ID book, smart ID card, or (non-SA citizens) a TRN certificate with a valid passport and visa/work permit
- ☐ Proof of address, less than 3 months old -- a utility bill, bank statement, lease, or municipal account
 - Not in your name? Add an affidavit and a copy of the homeowner's ID, plus the bill itself
- ☐ A copy of your current disc, or the renewal notice (form MVL2) if the office sent you one
- ☐ Double disc -- used for reward, heavy loads, dangerous goods, or rescue? You need a Certificate of Fitness (COF) instead of a standard roadworthy certificate
- ☐ Company vehicle? Bring the BRNC (eNaTIS certificate), the proxy's ID, and a letter of appointment
- ☐ Renewing for someone else (not a company)? See General Requirements above

RoadForms prepares your paperwork; it doesn't submit it for you. Last updated 2026-09-06.