

Procedure & Checklist Document

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| 1 | Name of Service | Driving License |
| 2 | Name of Department | Transport Department |
| 3 | Applicability Criteria | 1. Anyone can apply who is resident of Uttar Pradesh 2. Minimum Age - 18 years |
| 4 | SLA/ Number of Days | 07 days |
| 5 | Documents Required | 1. ID Proof 2. Address Proof |
| 6 | Form Submission | https://edistrict.up.gov.in/edistrictup/ |
| 7 | Procedure for apply & getting certificate | <p>Step- 1: a) The applicant shall open the Online e-District Portal using the address https://edistrict.up.gov.in/edistrictup/ and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal.</p> <p>Step - 2: After logging into the web portal, the Applicant shall select “E-SATHI INTEGRATED SERVICES” radio button.</p> <p>Step-3: Applicant shall select “Driving License” service under Transport Department.</p> <p>Step-4: Applicant shall create profile (Select district & enter DOB, Mobile no.)</p> <p>Step-5: Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway.</p> <p>Step-6: Applicant shall fill details, attach documents in application form for “Driving License” & submit it.</p> <p>Step-7: Applicant pays the service fee through online payment mode.</p> <p>Step-8: Once payment done successfully, Applicant has to book the available time slot for Driving Test.</p> <p>Step-9: After successful payment and driving test slot booking, the application forwarded to concerned officer.</p> <p>Step-10: If application is found completed and fulfilling all the criteria, applicant has to give driving test as per the booked slot.</p> <p>Step-11: As per the driving test result, application is approved by the</p> |

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| | | <p>officer otherwise it is rejected.</p> <p>Step-12: The final certificate is uploaded on the portal by concerned officer.</p> <p>Step-13: Applicant shall download the certificate/license from online portal/Digi-Locker.</p> |
| 8 | Fee | <p>1. User charges – Rs 15/- (Fixed)</p> <p>2. Service charges - Variable Fee (depends upon user input)</p> <p>http://uptransport.upsdc.gov.in/en-us/Form-Fee-Structure/Revised-Fee-Structure</p> |
| 9 | Mode of payment | Online |