

# RTMC Drivers License Confirmation Letter Application Form

Version 1.3 6/9/24

**Please Note:** Embassy Services (Pty) Ltd is a private company and not a government department or High Court issuing body or specifically associated with the RTMC or DIRCO. We provide consulting, submission and collection services, and charge for our expertise and for successfully and quickly obtaining and legalising documents.

## Instructions:

1. Please email us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) or call or whatsapp us on +27 10 500 5320 if you need assistance with these forms.
2. Please fill out all of the pages of this form on your computer or with **black pen**.
3. Sign, scan and email it to us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za), along with a copy of your **SA ID** and **Driver's License** (optional but helpful). If you are not a South African citizen, additional documents will be required (**Traffic Register Number certificate, DHA visa verification letter** and **copy of foreign passport**). Contact us for more details.
4. We will check the form and confirm receipt and send you an invoice.
5. Once we receive payment we will submit your application to the RTMC the next day and confirm submission with you.
6. We follow up and ensure that everything is being processed and once the RTMC has completed the process we collect it the following business day.
7. We send you a high resolution scan of the letter to ensure that all the details are correct and for your peace of mind.
8. Once you have confirmed that all details are correct we send it for apostilling (if you have ordered that option), or courier it directly to you. Local courier takes 1 business day, worldwide courier takes 4-5 days.

## Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

## Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

## Section 3: Order Details (Please see [our website](#) for current prices)

(please tick all that apply)



### RTMC Driver's License Confirmation Letter

An RTMC (Road Traffic Management Corporation) driver's license confirmation letter is an official document that verifies that an individual has a valid driver's license.

*The letter serves as proof that the applicant has a valid license and this will enable you to convert to a foreign driving license in your country of current residence.*

What country is this intended for?

**Note:** Please note that the UK requires your current SA Driver's License to be valid in order to convert to a UK driver's license.

## Section 4: Do you need an Apostille attached to this letter?



### DIRCO Hague Convention Apostille

An apostille is a certificate that confirms the authenticity of a Driver's License Confirmation Letter.

*This verifies that the document is legitimate and can be recognized in a foreign country that is a member of the Hague Apostille Convention*

**Note:** Some countries require these letters to be apostilled, many do not. Please check with your local authority. We can also legalise letters for countries that are [not part of the Hague convention](#), but there may be additional costs. Please enquire for more details.

## Section 5: Filling out the RTMC form on the next page

1. Please do not remove our email address or phone numbers - This is how we communicate with the RTMC and know when to collect your letter.
2. If you do not know any information you can leave it out.
3. Please sign the form with a black pen - no electronic signatures.

## APPLICATION FOR DRIVING LICENCE CONFIRMATION



**NOTE:** This form must be submitted with copies of the Driving Licence and Identity Document

## PARTICULARS OF APPLICANT

Type of Identification:  
(Mark with X)

Traffic Register No.	RSA ID	Foreign ID
----------------------	--------	------------

Identification Number:

[illegible]

Nature of person:  
(Mark with X)

Male	Female
------	--------

Full Names:

[illegible]

Initials and Surname:

[illegible]

Telephone Number:

		0	7	1	-	2	6	3	-	3	6	3	4
--	--	---	---	---	---	---	---	---	---	---	---	---	---

Cell phone Number:

		0	1	0	-	5	0	0	-	5	3	2	0
--	--	---	---	---	---	---	---	---	---	---	---	---	---

Email Address:

s	u	p	p	o	r	t	@	e	m	b	a	s	s	y	s	e	r	v	i	c	e	s	.	c	o	.	z	a
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Country of Destination:

[illegible]

## DRIVING LICENCE CARD DETAILS

Driving Licence Number:

[illegible]

Valid Date:

								.								
--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--

Code:

A	B	C	EC	Other
---	---	---	----	-------

First Issue Date:

		-			-				
--	--	---	--	--	---	--	--	--	--

## DECLARATION

I, the applicant, declare that all the particulars furnished by me in this form are true and correct.

Signature: \_\_\_\_\_ Place: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Limited Power of Attorney

### Between the Principal:

Name

### And

Embassy Services (Pty) Ltd. Incorporated under the laws of South Africa and situated at 2202 Red Ivory Lane, 50 Avalon Road, Modderfontein, Edenvale, 1609, South Africa.

### Appointment of Agent

The Principal appoints Embassy Services (Pty) Ltd as his/her representative to apply for Driver's License Confirmation Letter from the RTMC and optionally an apostille from DIRCO and attestation by a foreign embassy to accompany the letter. The Agent is granted full power and authority to act on the Principal's behalf for this purpose.

### Extent of Authority

The Agent is granted the following powers:

1. **General Authority:** To perform any act or duty necessary for procuring documentation from the Road Traffic Management Corporation and the Department of International Relations and Cooperation, and attestation at a foreign embassy.
2. **Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
3. **Employment of Professionals:** To employ and compensate agents, accountants, attorneys, and other professionals as needed.

The Agent is authorized to perform all acts as fully as the Principal could if personally present, with full power of substitution or revocation, ratifying all lawful actions performed by the Agent under this power of attorney.

The Principal understands that all timelines are provided as guidelines and and accepts the Embassy Services terms and conditions at <https://embassyservices.co.za/terms-and-conditions/>.

Signed at

Date

Your Signature

Our Signature