DEPARTMENT OF TRANSPORT MANAGEMENT
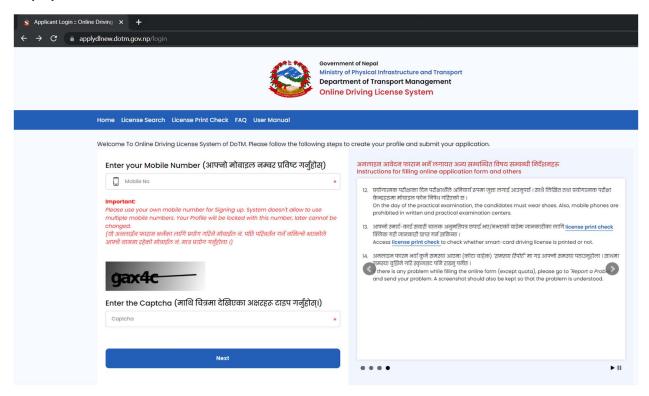

USER MANUAL FOR ONLINE DRIVING LICENSE SYSTEM

1.Open any browser and type https:/applydlnew.dotm.gov.np and press Enter. Then login page will be displayed as shown below:

2. **After entering your mobile number and the captcha, Click on the Next Button**

   2.1) An SMS containing MPIN will be sent to the entered mobile number.

*After entering the MPIN click on **NEXT** button to proceed further.*

You may Click on "Forgot MPIN" option to resend the MPIN to the entered mobile number.

3.The following page will be shown after the sign-up procedure is successful.

*Here you need to select any of the option according to your status. **[Please read carefully before selecting the option].***
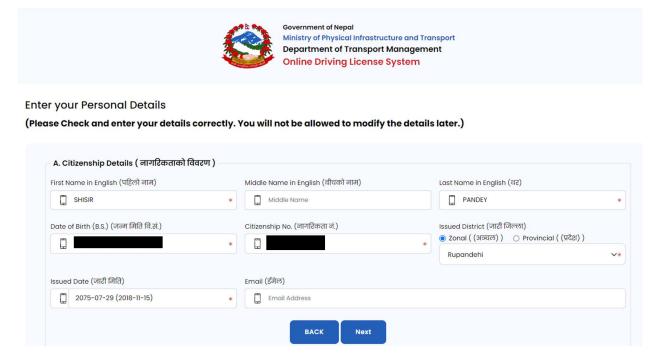
In case you chose option 1, for a new applicant, you need to fill up the form as shown below:

4.Select your country as per your citizenship card or the passport:

5.After completing [4], now you need to fill up your details accordingly as shown below:

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Enter your Personal Details
(Please Check and enter your details correctly. You will not be allowed to modify the details later.)

A. Citizenship Details (नागरिकताको विवरण)

First Name in English (पहिलो नाम)
SHISIR *

Middle Name in English (बीचको नाम)
Middle Name

Last Name in English (थर)
PANDEY *

Date of Birth (B.S.) (जन्म मिति बि.सं.)
████████ *

Citizenship No. (नागरिकता नं.)
████████ *

Issued District (जारी जिल्ला)
◉ Zonal ((अञ्चल))   ○ Provincial ((प्रदेश))
Rupandehi ⌄*

Issued Date (जारी मिति)
2075-07-29 (2018-11-15) *

Email (ईमेल)
Email Address

BACK   Next

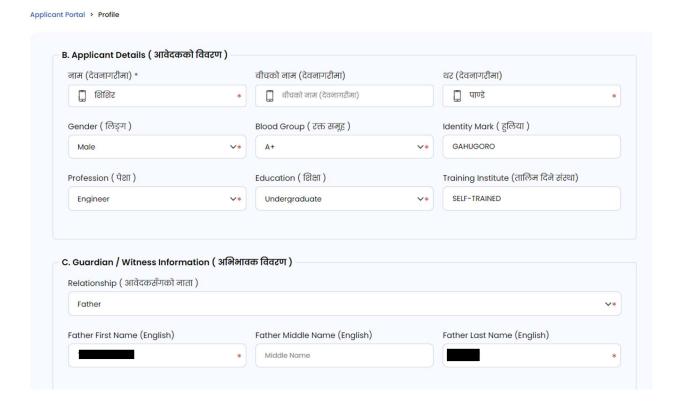*Here, for the user's convenience, some of the details are filled automatically based upon the mobile number.*
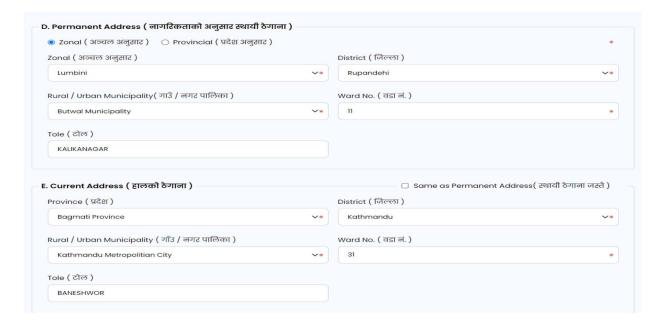
In case, the mobile number you are using is registered in the name of another person, you can change the auto-filled entries. Be careful while entering the details as this should be matched based on the information from MOHA (Ministry of Home Affairs).

➔ *After entering all the required details, Click on **Next**.*

6. Now, your name & gender will be filled automatically based on the details from the citizenship number provided on the previous page.

Applicant Portal > Profile

B. Applicant Details (आवेदकको विवरण)

नाम (देवनागरीमा) *

शिशिर *

बीचको नाम (देवनागरीमा)

बीचको नाम (देवनागरीमा)

थर (देवनागरीमा)

पाण्डे *

Gender (लिङ्ग)

Male ✔*

Blood Group (रक्त समूह)

A+ ✔*

Identity Mark (हुलिया)

GAHUGORO

Profession (पेशा)

Engineer ✔*

Education (शिक्षा)

Undergraduate ✔*

Training Institute (तालिम दिने संस्था)

SELF-TRAINED

C. Guardian / Witness Information (अभिभावक विवरण)

Relationship (आवेदकसँगको नाता)

Father ✔*

Father First Name (English)

▬▬▬ *

Father Middle Name (English)

Middle Name

Father Last Name (English)

▬▬▬ *

D. Permanent Address (नागरिकताको अनुसार स्थायी ठेगाना)

⦿ Zonal (अञ्चल अनुसार) ○ Provincial (प्रदेश अनुसार)   *

Zonal (अञ्चल अनुसार)

Lumbini ✔*

District (जिल्ला)

Rupandehi ✔*

Rural / Urban Municipality(गाउँ / नगर पालिका)

Butwal Municipality ✔*

Ward No. (वडा नं.)

11 *

Tole (टोल)

KALIKANAGAR

E. Current Address (हालको ठेगाना)   ☐ Same as Permanent Address(स्थायी ठेगाना जस्तै)

Province (प्रदेश)

Bagmati Province ✔*

District (जिल्ला)

Kathmandu ✔*

Rural / Urban Municipality (गाँउ / नगर पालिका)

Kathmandu Metropolitian City ✔*

Ward No. (वडा नं.)

31 *

Tole (टोल)

BANESHWOR

F. Citizenship Certificate (नागरिकता प्रमाणपत्र)

Front side of Citizenship (नागरिकताको अगाडिको भाग)

| Choose File | front.jpg | * |

Image Preview

Image file must be less than 1MB in size

Back side of Citizenship (नागरिकताको पछाडिको भाग)

| Choose File | backl.jpeg | * |

Image Preview

Image file must be less than 1MB in size

CIMS Details from MOHA (नागरिकताको विवरण)

Note: Following Details are found from Citizenship Information Management System of Ministry of Home Affairs (MOHA) as per your citizenship details entered into previous page. If the details are not correct as per your citizenship correct them in your District Administration Office.

First Name : SHISIR PANDEY   **Gender :** Male   **Date of Birth (AD):** ▇▇▇   **Date of Birth (BS):** ▇▇▇

Father name : ▇▇▇   **Citizenship No. :** ▇▇▇   **District :** Rupandehi   **VDC/Muncipality :** Butwal

Birth District : ▇▇▇   **Birth Wardno :** 9   **Citizen Type :** वंशज   **Issued Date:** 2075-07-29

Issued By : बिष्णु प्रसाद जवाली   **Position :** शाखा अधिकृत   **Issued Office :** Area Administration Office, Butwal, Rupandehi

A. Citizenship details entered into the previous page (नागरिकताको विवरण)

First Name : SHISIR   **Middle Name :**   **Last Name :** PANDEY

Date of Birth (BS): ▇▇▇ 22)   **Citizenship No :** ▇▇▇   **Issued District :** Rupandehi

Issued Date BS: 2075-07-29, AD: (2018-11-15)   **Email :** xyz@abc.com
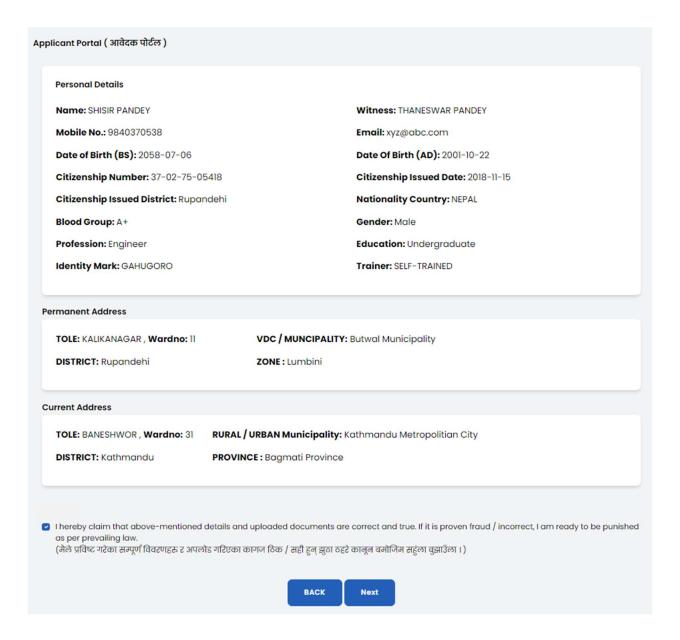
➔ **After filling in all the necessary details, click on the Next button to proceed further.**

7) After clicking on next you'll be redirected to the applicant portal where you will see all the entered details:

Applicant Portal (आवेदक पोर्टल)

Personal Details

Name: SHISIR PANDEY	**Witness:** THANESWAR PANDEY
Mobile No.: 9840370538	**Email:** xyz@abc.com
Date of Birth (BS): 2058-07-06	**Date Of Birth (AD):** 2001-10-22
Citizenship Number: 37-02-75-05418	**Citizenship Issued Date:** 2018-11-15
Citizenship Issued District: Rupandehi	**Nationality Country:** NEPAL
Blood Group: A+	**Gender:** Male
Profession: Engineer	**Education:** Undergraduate
Identity Mark: GAHUGORO	**Trainer:** SELF-TRAINED

Permanent Address

TOLE: KALIKANAGAR , **Wardno:** 11	**VDC / MUNCIPALITY:** Butwal Municipality
DISTRICT: Rupandehi	**ZONE :** Lumbini

Current Address

TOLE: BANESHWOR , **Wardno:** 31	**RURAL / URBAN Municipality:** Kathmandu Metropolitian City
DISTRICT: Kathmandu	**PROVINCE :** Bagmati Province

☑ I hereby claim that above-mentioned details and uploaded documents are correct and true. If it is proven fraud / incorrect, I am ready to be punished as per prevailing law.
(मैले प्रविष्ट गरेका सम्पूर्ण विवरणहरू र अपलोड गरिएका कागज ठिक / सही हुन् झूठा ठहरे कानून बमोजिम सहुँला बुझाउँला ।)

[**BACK**] [**Next**]

If all the details shown are correct then you may proceed further by ticking in the box and clicking on the next button, if not you can click on back button and re-enter your details correctly.

After clicking on the next button, a warning message will get popped-up:

applydlnew.dotm.gov.np says

After Submit you are not allowed to Change your Details, Do you really
want to submit the form?

OK   Cancel

It will warn you that, you cannot later modify the details after clicking on the OK button. So be careful and check your entered details correctly.

8) Then you will be redirected to the dashboard where you will see three options available:

i) Apply for new License (to apply for a new license)

ii)Your details (to view all your personal details)

iii) Logout (to sign out and go back to the login page)

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Home   How to Use   LogOut   Welcome **SHISIR PANDEY**

Applicant Id: 0 Applicant Id: New Applicant **Name:** SHISIR PANDEY **Date Of Birth:** 2001-10-22 **Age:** 21

Applicant Portal (आवेदक पोर्टल)

Apply for New License
(नयाँ लाइसेन्स)

Your Details
(व्यक्तिगत विवरण)

Logout
(बाहिर निस्कनुहोस)

8) If you want to apply for a new License then click on "Apply for new license" in the dashboard. Then the following page will be displayed.

Applicant Portal (आवेदक पोर्टल)

Apply for License
Select Application Type

⦿ I want to do Health checkup in Transport Management Office. (म सम्बन्धित यातायात व्यवस्था कार्यालयमा गई स्वास्थ्य परिक्षण गराउन चाहन्छु)

◯ I want to do Health checkup in listed Doctor. (म यातायात व्यवस्था कार्यालय बाहिर सूचिकृत चिकित्सक गई स्वास्थ्य परिक्षण गराउन चाहन्छु)

Next

At first, you need to choose whether to do medical test in License office or Selected Clinic. _Select the appropriate option from the list according to your choice._

9)After confirming the medical test venue, Select the category for which you want to apply for :

Here, you need to <mark>select the License Issue Office</mark> from the drop-down menu according to your choice and the available dates along with the Seats available will be displayed.

Then you may choose the Date as per your choice and Click on **Next** *button for Submitting the application.*

10) After Clicking on the next button, following page will be displayed which will confirm the application submission.

10.1) In this page you will get the option to download your appointment for biometrics. For that, Click on <Click here to download Application >

10.2) You may also download the appointment from the dashboard itself by clicking on the Second option available there.

THE APPLICATION LOOKS LIKE AS SHOWN BELOW:

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Driving License

Reference Number:	2307035351395
Application Type:	NEW APPLICANT, ID: 0
Applied Category:	A-Motorcycle, Scooter, Moped
Applicant Name:	SHISIR PANDEY
Date of Birth (AD):	
Blood Group:	A+
Mobile Number:	
Registration Date:	2023-07-03
Address:	TOLE, 11, Butwal Sub-Metropolitian City
Guardian's Name:	SHISIR PANDEY
Citizenship Number:	3
Visit Office:	Transport Management Service Office, Ekantakuna
Visit Date:	2023-06-23, Friday

_____
Signature

Note: Applicant must visit the Transport Management office for biometric on Visit Date mentioned above. If the applicant will be fails to do so, he/she will have to apply again for New License / Add

Please carry below mentioned documents along with this application

1. Original and Photocopy of Citizenship

If you choose to do health checkup in listed Doctor then follow these steps:

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Home   How to Use   LogOut

Applicant Portal (आवेदक पोर्टल)

Apply for License
Select Application Type

○ I want to do Health checkup in Transport Management Office. (म सम्बन्धित यातायात व्यवस्था कार्यालयमा गई स्वास्थ्य परिक्षण गराउन चाहन्छु)

◉ I want to do Health checkup in listed Doctor. (म यातायात व्यवस्था कार्यालय बहिर सूचिकृत चिकित्सक गई स्वास्थ्य परिक्षण गराउन चाहन्छु)

Next

After clicking next, choose the appropriate options as shown below:

Home   How to Use   LogOut

New Driving License Health checkup application (नयाँ चालक अनुमतिपत्र स्वास्थ्य परिक्षण आवेदन)

Your Categories:
Select Category (वर्ग छान्नुहोस्)*

| K — Scooter, Moped | A ✓ — Motorcycle, Scooter, Moped | B — Car, Jeep, Delivery Van | C — Tempo, Auto Rickshaw | C1 — E-Rickshaw |

E — Tractor

License Issue Office (कार्यालय)

Transport Management Office, Ekantakuna   ∨ *

Doctor (Doctor)

Anuj Dhakal, testclinic10, lalitpur   ∨ *
You Have to visit above selected office for Exam / Trail.

BACK   **Submit**

0

Home   How to Use   LogOut

Applicant Portal (आवेदक पोर्टल)

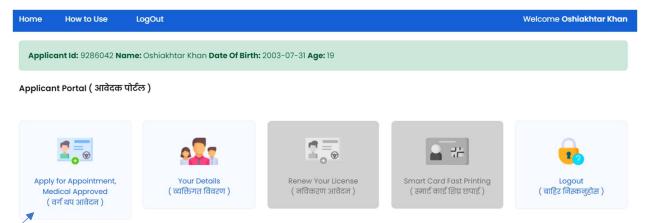# Thank You For Applying, Please Visit The Doctor for Medical .

Sucessfully Saved
Transport Management Office: Transport Management Office, Ekantakuna
Selected Category: A-Motorcycle, Scooter, Moped

Doctor Name: Anuj Dhakal
Doctor Post: MD
Clinic Name: testclinic10
Clinic Address: lalitpur
Clinic Phoneno: 9851117235
Clinic Email: pradesh@dotm.gov.np

Back to Dashboard

After this, you need to visit the selected doctor/ clinic and once approved, you can proceed to apply for the appointment from the dashboard.

Home   How to Use   LogOut   Welcome **Oshiakhtar Khan**

Applicant Id: 9286042 **Name:** Oshiakhtar Khan **Date Of Birth:** 2003-07-31 **Age:** 19

Applicant Portal (आवेदक पोर्टल)

Apply for Appointment, Medical Approved (वर्ग थप आवेदन)	Your Details (व्यक्तिगत विवरण)	Renew Your License (नविकरण आवेदन)	Smart Card Fast Printing (स्मार्ट कार्ड शिघ्र छपाई)	Logout (बाहिर निस्कनुहोस)

Home   How to Use   LogOut

Selected Category (वर्ग छान्नुहोस्)
A-Motorcycle, Scooter, Moped

Transport Management Office (यातायात व्यवस्था कार्यालय)
Transport Management Office, Ekantakuna

Select Desired Date for Office Visit (कार्यालय जाने मिति चयन गर्नुहोस्)
◉ 2023-07-04 (200 Seats Available)

Back   Next

Home   How to Use   LogOut

Applicant Portal (आवेदक पोर्टल)

Application Status

Your REFERENCE NO is: 2307045351398
Your Visit Date is : 2023-07-04
Your Visit Office: Transport Management Office, Ekantakuna
Applied Category: A-Motorcycle, Scooter, Moped

Please Download the Application below and take a printed copy of the application with original, photocopy of citizenship, other required document and visit the Transport Management Office on the visit date.
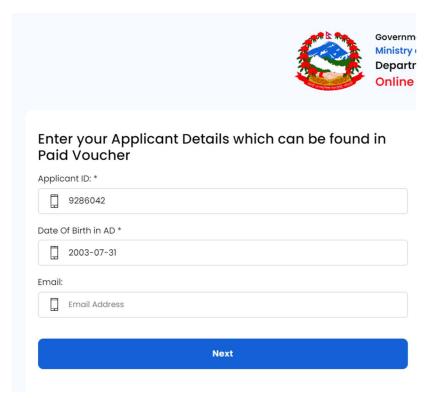
Click here to Download Application

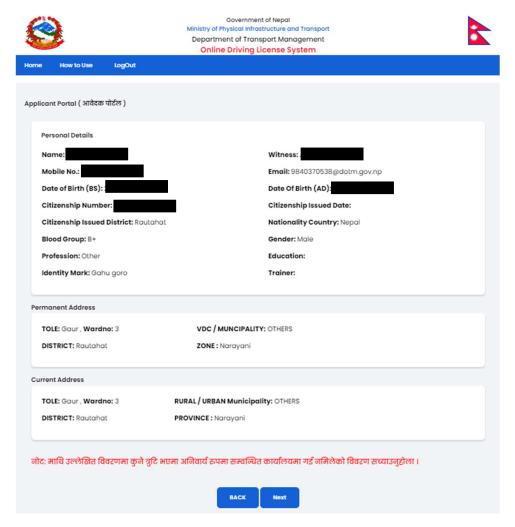**Then, you can download the application and visit the selected office on the date you chose.**

1) You need to fill the form as shown below:

Then after clicking on the next button you will be redirected to the Applicant portal where all your Personal details will be shown:

After this, you will be redirected to the dashboard and follow other steps same as above to apply for a new license.
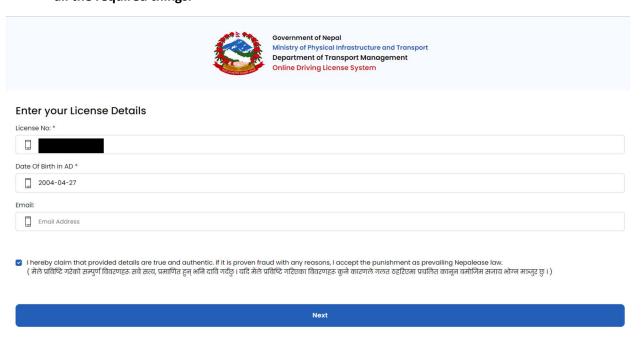
FOR RENEWAL AND ADD CATEGORY:
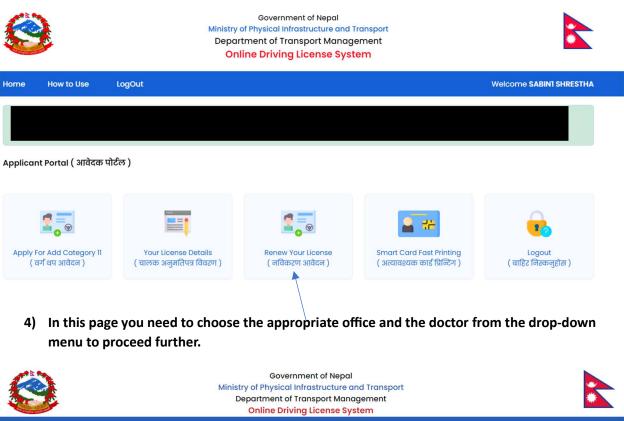
1) **After logging in, following will be displayed:**

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Do You Have Nepalese Driving License ? (के तपाईंसँग नेपाली सवारी चालक अनुमतिपत्र छ?)

○ No, I don't Have Nepalese Driving Licence (होइन, मसँग नेपाली सवारी चालक अनुमतिपत्र छैन।)

◉ Yes, I Have Nepalese Driving License.(हो, मसँग नेपाली सवारी चालक अनुमतिपत्र छ)

○ No, I don't have Nepalese Driving Licence, But given Biometric / Exam in office. (होइन, मसँग नेपाली सवारी चालक अनुमतिपत्र छैन, तर कार्यलियमा बायोमेट्रिक दिएको छु।)

Next

2) **Then, enter the following details as shown below and click on the next button after entering all the required things.**

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Enter your License Details

License No: *

[▢ ████████]

Date Of Birth in AD *

[▢ 2004-04-27]

Email:

[▢ Email Address]

☑ I hereby claim that provided details are true and authentic. If it is proven fraud with any reasons, I accept the punishment as prevailing Nepalease law.
(मैले प्रविष्टि गरेको सम्पूर्ण विवरणहरू सबै सत्य, प्रमाणित हुन् भनि दावि गर्दछु । यदि मैले प्रविष्टि गरिएका विवरणहरू कुनै कारणले गलत ठहरिएमा प्रचलित कानून बमोजिम सजाय भोग्न मञ्जुर छु ।)

Next

AFTER CLICKING ON THE NEXT BUTTON, YOUR DETAILS WILL BE SHOWN ON THE NEXT PAGE.

3) After filling in all the necessary details, a dashboard will be appeared as shown below:
Then choose the <*RENEW LICENSE*> option for the renewal process.

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Home   How to Use   LogOut   Welcome **SABIN1 SHRESTHA**

Applicant Portal (आवेदक पोर्टल)

| Apply For Add Category 11 (वर्ग थप आवेदन) | Your License Details (चालक अनुमतिपत्र विवरण) | Renew Your License (नविकरण आवेदन) | Smart Card Fast Printing (अत्यावश्यक कार्ड प्रिन्टिंग) | Logout (बाहिर निस्कनुहोस) |

4) In this page you need to choose the appropriate office and the doctor from the drop-down menu to proceed further.

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Home   How to Use   LogOut

Applicant Portal (आवेदक पोर्टल)

Renew Your License

License Issue Office (कार्यालय)

Select appropriate office   ∨*

Doctor (Doctor)

Select appropriate Doctor   ∨*

Submit

5) After clicking on the SUBMIT button, following page will be displayed which confirms your appointment.

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Transport Management
Online Driving License System

Home   How to Use   LogOut

Applicant Portal (आवेदक पोर्टल)

Thank You For Applying Renew License, Please Visit The Doctor for Medical .

Sucessfully Saved

Back to Dashboard

AFTER THIS, YOU NEED TO GO FOR HEALTH CHECKUP ON THE SELECTED CLINIC/OFFICE THEN YOU NEED TO GET APPROVED AND THEN PROCEED FOR THE PAYMENT.

PLEASE VISIT THE OFFICE IF THE APPROVAL STATUS IS STILL "PENDING" FOR MORE THAN 3 DAYS.

[ONLINE PAYMENT PROCESS]

6)Select "PAY ONLINE FOR RENEW" to proceed to online payment:

Home	How to Use	LogOut		Welcome **SABIN1 SHRESTHA**

Applicant Id: 184218 **Name:** SABIN1 SHRESTHA **Date Of Birth:** 1980-01-16 **Age:** 43 **License No:** 01-06-00032414 **Categories:** A,B **Issued Date:** 2006-02-02 **Expiry Date:** 2026-01-21 , **License Status:** ACTIVE

Applicant Portal (आवेदक पोर्टल)

Apply For Add Category 33 (वर्ग थप आवेदन)	Your License Details (चालक अनुमतिपत्र विवरण)	Pay Online for Renew (नविकरण आवेदन)	Smart Card Fast Printing (स्मार्ट कार्ड शिघ्र छपाई)	Logout (बाहिर निस्कनुहोस)

7) Then, click on pay now button.

Home	How to Use	LogOut

Applicant Portal (आवेदक पोर्टल)
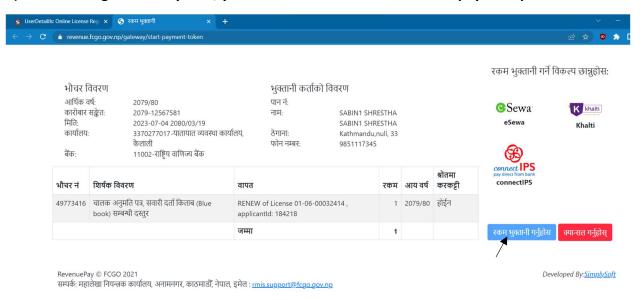
Revenue Amount

Selected Category: A-Motorcycle, Scooter, Moped, B-Car, Jeep, Delivery Van,
Amount : 2000

Pay Now

8) After clicking on the Pay now, you will be redirected to the online payment portal:
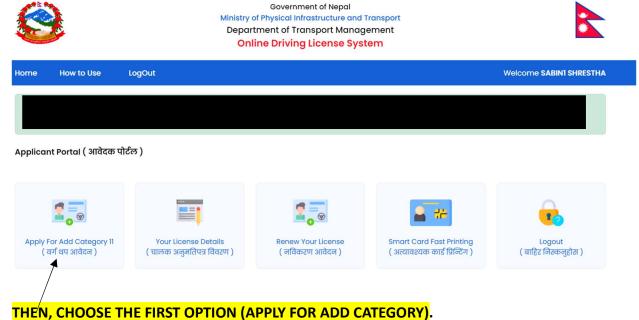

Here, you can choose any of the payment gateway among- *eSewa, Khalti and connectIPS*.

FOR ADD CATEGORY:

1) **YOU NEED TO ENTER YOUR LICENSE DETAILS AND DOB AND YOU WILL BE REDIRECTED TO THE DASHBOARD:**

THEN, CHOOSE THE FIRST OPTION (APPLY FOR ADD CATEGORY).

2) After this you need to repeat the same process as [2](refer to page 8).
3) Then, you need to visit the chosen office along with the appointment application.
4) Incase you choose to do the payment via online mode then refer to page 19 for the process.