

Unofficial translation



Lao People Democratic Republic
Peace Independence Democracy Unity Prosperity

**Ministry of Communication, Transport,
Post and Construction
Department of Transport**

**No.: 9051/DoT
Date: 08 October 2002**

GUIDELINE

on

**Request for Changing a Driving License, Using Different Types of Driving Licenses,
Conditions for Using and Requesting a
New Driving License to Replace a Lost License**

**(Annex I of the Regulation on Management and Driving License Examination of
Land Transport Vehicles No.: 3416/MCTPC, dated 04 September 2002)**

I. Request for Changing, Using and Conditions for Using a Driving License in the Lao PDR.

- A driving license other than a Lao citizen driving license can be changed to a Lao citizen driving license provided that the following documents are submitted to the Department of Transport:

1. Request for Changing from a Military Driving License:

- Soldiers, officers or civil servants of the national defense forces who passed the examination in accordance with military curriculum and hold a military driving license issued by the relevant authority of the Ministry of National Defense, wishing to change a military driving license to a Lao citizen driving license, shall submit the following documents:
 - An application requesting for changing a driving license certified by the relevant departments or signed by the village administrative authority if released from the military;
 - A forward letter issued by the driving license management authority of the Ministry of National Defense;
 - Original documents regarding the driving license;
 - A certificate of residence;
 - A health certificate;
 - The original driving license;
 - Six color 3 x 4-sized photos.

Remarks: Upon receiving approval from the Department of Transport for the change of a driving license, all required documents must be submitted to the provincial, capital, or special zone Vehicle and Driving Management Division in which the applicant resides and the theoretical examination must be retaken and passed by the Driving License Examination Committee.

2. Request for Changing and Using of Foreign and International Driving Licenses issued abroad in the Lao PDR:

Foreign or international driving licenses issued abroad which are held by Lao citizens, aliens, non-residents living and working in the Lao PDR cannot be used in the Lao PDR, and need to be changed to a Lao citizen driving license. Regarding a request for changing a license, the following documents are to be included:

- An application for changing of a driving license, in case of civil servants it is to be certified by the relevant organization;
- A certificate of residence;
- A health certificate;
- The original driving license;
- 6 color 3 x 4 sized photos.

Remarks: Upon receiving approval from the Department of Transport for the change of a driving license, all required documents must be submitted to the provincial, capital, or special zone Vehicle and Driving Management Division in which the applicant resides and the theoretical examination must be retaken and passed by the Driving License Examination Committee.

➤ Foreigners performing official duties or conducting business in the Lao PDR shall have a certificate of use issued by the Department of Transport to use their driving licenses. In order to obtain such certificate, the following documents are to be included:

- A request letter from relevant organizations such as: embassies, international organizations, or companies that the applicants are under;
- Copy of a driving license provided that, when submitting the application, the original driving license shall be displayed to the officer;
- 2 color 3 x 4 sized photos.

In case a driving license is not written in an international language, a translated version certified by an embassy or consulate of relevant country must be included.

Remarks: - An approval for the use of foreign and international driving licenses issued abroad in the Lao PDR is valid for one year and prior to its expiration the holder shall request for renewal from the Department of Transport.

- Only the Department of Transport has the rights to issue an approval for the use of foreign and international driving licenses issued abroad.

3. Request for Changing and Using of International Driving Licenses of Lao PDR

- A request for changing to an international driving license of Lao PDR refers to a change of a Lao citizen or foreign driving license, in the permitted types, into a international driving license of Lao PDR to be used overseas. The conditions are as follows:

- Lao citizens, aliens, and non-residents wishing to change a driving license into the international driving license of Lao PDR must have held a driving license of the requested type for at least one year and never been involved in any serious accident or violation of traffic regulations, and must have the following documents:

- An application requesting for a change of a driving license in case of a civil servant it is to be certified by relevant organization, in case of a citizen it is to be certified by the village administrative authority, and by the relevant authorities for aliens or non-residents;
- Copy of the driving license;
- 2 color 4 x 6 sized photos.
- Foreigners performing official duties as employees of embassies or international organizations in the Lao PDR, project experts, or those conducting business in the Lao PDR shall possess Lao or foreign driving licenses of requested type with at least one-year validity, and shall have the following documents:
 - An application requesting for a change of their driving licenses into an international driving license of Lao PDR, certified by their workplace;
 - Copy of a driving license;
 - 2 color 4 x 6 sized photos.

II. Request for a New Driving License to replace a Lost One:

1. Lao citizens, aliens, non-residents, and foreigners who lose their Lao citizen driving licenses shall comply with the following regulations in order to be eligible for the issuance of a new license:
 - Notify the loss to the organization, administrative authorities of the place in which they reside, or the relevant governmental authorities as well as request a certificate of loss and an application for a new driving license;
 - Submit the certificate of loss issued by the organization, the administrative authorities, or the relevant governmental authorities to the Vehicle and Driving Management Unit for examination and issuance of a certificate;
 - Submit a certificate issued by the Vehicle and Driving Management Unit to the Traffic Police Department to examine and certify that the said driving license is truly lost (not seized by traffic police for violating traffic rules);
 - Submit a certificate issued by the Traffic Police Department to the Vehicle and Driving Management Unit for a new driving license. If a driving license has been seized by traffic police due to the violation of traffic rules, the holders are not eligible for the consideration and issuance of a new license.
2. Foreigners who lose the approval for the use of foreign and international driving licenses issued by the Department of Transport shall follow the following principles:
 - Notify their organizations to issue a declaration of loss to be presented to the Department of Transport to certify the original copy;
 - Submit a certificate issued by the Department of Transport to the Traffic Police Department to examine and certify that the said driving license is truly lost (not seized by traffic police for violating traffic rules);
 - Submit a certificate issued by the Traffic Police Department to the Department of Transport together with a copy of the original driving license and two photographs for a new driving license. If a driving license has been seized by traffic police due to the violation of traffic rules, the holders are not eligible for the consideration and issuance of a new license.

Director General of Department of Transport

[Signature and Seal]
Lattanamany KHOUNIVONG