

Service Name	Opening a new driving license file
Service Description	It is among drivers› licensing services rendered by Vehicles and Drivers› Licensing Dept.
Service Package	Drivers› Licensing
Service Type	A service rendered by Government to Business Sector –Government to Government –Government to individuals.
Service Category	Procedural
Targeted Customers	Individuals
Service Requirements	<ul style="list-style-type: none"> - Passport photocopy. - ID photocopy. - Two personal photographs. - A letter from custodian or sponsor. - Residence visa should be issued in Sharjah Emirate. - Housewives holding residence visas issued in other emirates are exceptional to the aforementioned condition. An attested tenancy contract should be provided. - Exceptional to the aforementioned conditions are also persons holding residence visas issued from other emirates. Such persons should provide a letter from their workplace stating that they work at a sharjah – based branch. An attested tenancy contract is also required. - Applicant shouldn›t have a driving license file in any other emirate. - Photocopies of Trade license,SCCI membership and company›s approval letter with signature.
Procedures and Steps of Applying for the Service	<ul style="list-style-type: none"> - Receptionist receives required documents from the applicant and gives him a service ticket to be served. - Conducting a medical checkup on applicant. - Entering data in the Traffic System; service officer collects fees from applicant and then issues him a training card.
Service Limitation	Applicant should pass the medical checkup and should be of legal age to.
Related Services	
Service Delivery Average Time	5 minutes
Fees	AED 120

Delivery Channels	<ul style="list-style-type: none"> - Vehicles and Drivers› Licensing Dept (from 7:00 am to 8: 00 pm). - Vehicles and Drivers› Licensing Office at Hamriyah Free Zone (from 7:30 am to 1:30 pm). -Drivers› Licensing Office at American University of Sharjah (AUS) (from 7:30 am to 1:30 pm). - Vehicles and Drivers› Licensing Section – Eastern Region Police (from 7:30 am to 1:30 pm). - Kalba Comprehensive Police Station (from 7:30 am to 1:30 pm). - Preliminary Training Building at Al Nasiriya (from 7:30 am to 1:30 pm).
Working Hours	From Sunday to Thursday (7:00 am to 8: 00 pm).
Tel. Numbers of Service Centers	<ul style="list-style-type: none"> - Vehicles and Drivers› Licensing Dept- Sharjah: 065381111. - Vehicles and Drivers› Licensing Office at Hamriyah Free Zone: 065263333. - Drivers› Licensing Office at American University of Sharjah: 065152974 – 065152074. - Vehicles and Drivers› Licensing Section – Eastern Region :092370000 - Kalba Comprehensive Police Station: 092778444. - Preliminary Training Building at Al Nasiriya: 065650100 – 065654779.