

## OCCAS FAQs

- 1) What is the Online Certified Copy Application System (OCCAS)?
  - The **OCCAS** is an online portal that allows persons to apply and pay for a certified copy of vehicles registered in Trinidad and Tobago.
- 2) Who can apply?
  - As stated in the Motor Vehicle and Road Traffic Act 48:50 Section (2):  
"The Licensing Authority shall supply to **any person** applying for a copy of the entries relating to any specified vehicle a copy of these entries on payment of a prescribed fee, provided that he shows that he has a reasonable cause for requiring such a copy."
- 3) What are the associated fees with applying for a certified copy online?

Online Certified Copy Application System Fees
Certified Copy: \$100.00 TTD TTPOST Home Delivery: \$55.00 TTD TTPOST to TTConnect Delivery: \$27.00 TTD Convenience Fee Per Transaction: TTD \$2.75 plus 0.8% of the total value of the Certified Copy and selected delivery method
Total for Home Delivery: \$158.99 TTD
Total for TTConnect Delivery: \$130.77 TTD

- 4) How do I apply for a certified copy online?
  - Visit <https://onlinecertifiedcopy.mowt.gov.tt/>
  - Enter your vehicle registration number E.g. PXX1234
  - Review and complete your application
  - Choose how to collect: Home Delivery or TTConnect Pickup.
  - Complete your online payment via debit (once approved by your issuing bank) or credit card.
  - Submit your application! Receive a confirmation email and wait for application processing.
  - Receive your new certified copy via Home delivery or TTConnect pickup!

- 5) What documents are required to apply?
- One copy of a valid form of national identification in the applicant's name, where possible use your Driver's Permit/Licence.
- 6) What payment methods are accepted?
- Debit (if enabled by your banking institution) and Credit Card payments are accepted.
- 7) I started an online application but did not complete it before exiting, is the information lost?
- A retrieval code will be assigned upon completion of the "Personal Information" section of the application and is sent to you via email. This retrieval code can then be utilized to retrieve the application via the "Track Application" feature on the OCCAS home page. Non-submitted applications expire after 24 hours of their initial creation.
- 8) How long does the application review process take?
- The application review process may take approximately one (1) to three (3) business days to be completed.
- 9) How will I receive my new certified copy?
- During the application process, you are prompted to choose one of the following delivery methods:
- Home delivery via TTPost
  - Collection at a TTConnect Centre. **(Certified copies not collected within a 14 business day period will be returned to the e-fulfilment centre, located at the Caroni licensing office, where they can be collected).**
- 10) Where are the TTConnect Centres located?
- Arima - 1st Floor Pennywise Building, 10-10A Devenish Street, Arima
  - Bon Accord Tobago - Unit #5 Milford Court Complex, Milford Court, Bon Accord
  - Chaguanas - #9 Southern Main Road, Chaguanas
  - Curepe - #8 Eastern Main Road, Curepe
  - Princes Town - #4 Charlotte Street, Princes Town
  - Sangre Grande - #232 Brierley Street, Sangre Grande
  - St. James - #121 Western Main Road, St. James
- 11) What do I need to collect my new certified copy?

- Applicants must provide the same form of national identification uploaded during their online application to the TTPost delivery driver or TTConnect centre agent.

12) Can someone else collect the certified copy on my behalf?

Yes. For home deliveries, the authorized person must provide the following to the delivery driver:

- One form of valid photo ID in their in the name of the person authorized to collect the Certified Copy.
- A signed authorization letter (written by the applicant) stating that they are authorized to collect the Certified Copy.

For collection at a TTConnect centre, the authorized person must provide the following to the TTConnect agent:

- A signed authorization letter informing that you have approved them to collect the Certified Copy.
- A copy of one form of valid photo ID in the name of the person who submitted the online application, requesting the Certified Copy. The signature on the copy of ID must be clearly visible.
- One form of valid photo ID in the name of the person authorized to collect the Certified Copy.

13) What would prevent someone from being able to request and pay for the Certified Copy online?

- The record is not formatted correctly.
- There are inconsistencies with the record.
- The record is pending updates from a recent transaction.

**Need Assistance? Email us at: [fulfillmentcenter@mowt.gov.tt](mailto:fulfillmentcenter@mowt.gov.tt)**