GOVERNMENT OF CROSS RIVER STATE

VEHICLE INSPECTION OFFICE

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING DRIVING SCHOOL CERTIFICATION

In In accordance with the National Road Traffic Act part XII, 142 (1)" and Cross River State Traffic Management and Regulatory Law No. 2, 2015, which authorizes the Certification of Driving School. Any organization seeking to start a Driving School must obtain Driving School Certification through the following process:

1. Write an application addressed to Director of Road Traffic Office using the physical address below:

CROSS RIVER STATE MINISTRY OF WORKS PREMISES
EKORINIM, CALABAR, CROSS RIVER STATE

2. The following information must be in the letter of application:

(i) Registered Business Name from Corporate Affairs Commission
(ii) Tax Identification Number: applicant without Tax Identification Number can obtain such from Cross River State Internal Revenue Service (CRSIRS) via https://www.crirs.ng/
(iii) Brief proposal of your business.

Note: Applicant will be required to provide evidence of the followings:

- CAC Certificate of Incorporation
- Classroom/ Administrative Office
- Roadworthy Vehicles for driving instructors
- License Driving Instructors
- Course Manual
- Highway code
- Traffic Laws/ Regulation Handbook
- First Aid Facilities
- Fire Extinguisher

- Open Space Driving Range
- Computer/ Mobile Device with internet capabilities
- Road sign models

3. Upon approval by Director of Road Traffic Service, applicant will be invited to Obtain Registration Form from the Vehicle Inspection Office. A Revenue Code will be generated for payment either online or through any commercial bank in the state.

   Categories of fees is presented below:

   - Application for Registration as a Driving School N30,000
   - Inspection /Administrative fee N20,000
   - Certification/Registration fee N50,000
   - Annual renewal N30,000

4. Upon presentation of evidence of payment, a training officer from Vehicle Inspection Office will conduct preliminary inspection of the facility and staff.

5. Successful applicants are notified via phone call or text message of approval for collection or can visit the office within two weeks.

6. Successful applicant is issued Certificate of Operation to commence legal operation.

Timeframe:
The entire process takes maximum of two (2) week

For more information, enquiry or complaints please visit Vehicle Inspection Office, New Secretariat Complex, Murtala Muhammad Highway, Calabar, Cross River State or call: 07038981224, 08069407431



ENGR. OJEN OKOI
Director Road Traffic Services
Vehicle Inspection Office

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