

Proof of address documents required for test booking

When we take the client for booking an appointment for either learners or drivers test @ the Driver's License Testing Centre (DLTC) THEY now require a proof of address document. The easiest is if the client can have documentation in his or her own name for example:

- Bank statement that reflects the name and the street address of the Client (even if the address is dated as long as it contains a street address, we can use this document. We then just use this address that's on the proof of address document on the Application form at the DLTC when completing the application form.) They NEVER send you anything in the post like a notification of renewal, so to have an old address on the document will be fine as all they want is a proof of address IN THE CLIENTS/STUDENTS NAME !!!

If the parents or a 3rd party needs to use their proof of address document **(THIS IS WHERE ITS GETS PAINFUL)**, the person (whose name appears on the utility bill) needs to sign an affidavit at the police station. Please note that staff at the DLTC does not accept affidavits which were not signed at a police station. The proof of address at Heidelberg has now been complicated even more..... If you use a proof of address from a 3rd party (mom dad friend) you stay with and they have done an Affidavit at the police station, we now HAVE TO TAKE ALONG A CERTIFIED COPY OF SUCH PERSONS ID AND YOURS TOO. In the past we just took the Affidavit and the proof of address like utility bill or bank statement BUT since 19 September 2016 they now request the certified copy of id of both client and 3rd party who makes declaration of client staying with them.

See attached the layout and format of such Affidavit.

All these documents should not be older than 3 months and need to be signed with the correct stamps from police station and commissioner of Oaths

TAKE NOTE that this is not the driving school trying to complicate your life. We are purely advising on what is required as per information given to us by the specific DLTC and its staff. By preparing the documentation correctly, you will minimize your frustrations and save money by avoiding unnecessary up and down driving back and forth to the DLTC, missing school time or time off from work! The staff at the DLTC can be very petty and the last thing you want is to spend an entire day on a booking trip and NOT get a date for testing AND having to pay AGAIN due to incorrect documents. Please note that we cannot be responsible for your documentation and if the documentation is not in order, no refunds for the booking trip will be made. In order for us to provide you with the professional service required, we need your co-operation in this regard.

Thanks, Reinhard

Olympic Academy of Driving cc

