How to Renew your Car License Online

Renewing your car license is such a time sucking chore; however it must be done. Luckily for us, the City of Cape Town has made it easy to renew your car license online! No more long queues and using your leave days to renew your car license! Yay! 😊

Updated: 10th June 2015

City of Cape Town has changed the car license renewal process quite a bit. It looks like they’ve changed it for the better as you now have a central login for all the city’s e-services. It is also more secure as you will only be able to renew a car license that is registered to your I.D. number. I still think it is secure, but you can renew other car licenses as well.

What you need to renew your car license online:

1. Computer
2. Internet Connection
3. Digital copy of your I.D. or Passport
4. Your address
5. And a car license that needs renewing, of course!

Registering City of Cape Town’s e-Service and activating the Motor Vehicle Licensing

1. First check if the service is available to you by looking at the map below

Written by Kurt Wyngaard
2. If it is available, type eservices.capetown.gov.za in your browser or click on the URL
3. Click on Register here

**e-Services**

Username *
Password *

Log On

Not registered yet? Register here
Forgotten your password? Reset your password here
Forgotten your username? Retrieve your username here
Missing password e-mail? Check/change your e-mail address here
Frequently asked questions? Find e-Services FAQ here

4. Now you need to fill in your details.
5. **Note**: Your username is changed to upper case once you click the Register button.

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5. Once you have filled in all your details, ticked the data privacy statement and clicked Register, you will be redirected to the Registration successful page.

Registration successful

Congratulations!

You have successfully registered for e-Services.

An e-mail providing you with your username and temporary password has been sent to the e-mail address you submitted when you registered. Use both of these to login to e-Services, where you will be required to change the temporary password to a new password of your own choice.

6. You can click the Close button and open the email from noreply@capetown.gov.za.

7. Note: You will need your username and temporary password from this email.

7. Now go back to eservices.capetown.gov.za, this time filling in your login details and clicking the Log on button.

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8. Now choose a different password. Remember to use your temporary password as your old password. Once you have clicked the button to change your password you will be redirected to the Welcome page.

9. Click on the Service Activation link on the left menu or in the welcome text.

10. Click on the Vehicle licensing Activate service button.

11. In the next section click the Continue button.

12. **Note:** You can ignore the Registration information section unless you have a Business partner number.
12. Fill in your address then click the Continue button.

Vehicle licensing service activation

Additional information: Address

* Street / house number: 

* Postal code / city: 

* Country: South Africa 

* Region: Western Cape 

13. Upload a digital copy of your I.D./Passport and click the Continue button.

Vehicle licensing service activation

Required attachments

Please attach a scanned copy of your identity document (SA ID document or passport for non SA citizens):

Choose File  No file chosen  Upload

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14. Accept the digital privacy statement by ticking the checkbox and click the Submit button.

Vehicle licensing service activation

Data privacy statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy document. Please confirm that you accept our data privacy statement below:

Data privacy statement

The data privacy statement is displayed in a new window, if the display of additional windows is currently suppressed by a pop-up blocker, you must first de-activate this setting.

15. Click the Back button.

16. Note: Write down and keep the service activation reference number in a safe place.

Vehicle licensing service activation

Your application for the vehicle licensing service has been submitted successfully and is being processed.

You will receive an email when your application for this service has been processed. This email will contain details on how to proceed. Kindly quote your service activation reference number when making enquiries regarding your application.

Please click on the "Back" button below to return to the services screen.

16. You will see that the Vehicle licensing service says In-Process. You will now have to wait 2 business days for the email with instructions to make payment.

Written by Kurt Wyngaard
17. I received an email today (1 business day after applying) approving my application for the Motor Vehicle License Renewal service.

Dear [Name],

Your application for the service Motor Vehicle Licence Renewal has been approved. You are now registered on the City’s e-Services portal with the following details:

**Business partner number:** [Redacted]

Please note that it takes approximately an hour for the service-specific tabs to appear on your e-Services account after confirmation of registration. You may proceed to log on to the e-Services website via eservices.capetown.gov.za to carry out your transactions once this time has lapsed.

**e-Services**
**City of Cape Town**

I thought I was applying for the license renewal the whole time and it turns out I was just applying for the e-Service. :D

Renewing your Car License Online

1. Follow step 2 again and login with your details.
2. Click on **Motor vehicle licensing** above the left menu.

3. Click on **Renew motor vehicle license**.
4. You are now on step 1 of 5 steps. Fill in your information if it is not there already then click the Next button.

**Motor vehicle licence renewal: Step 1 (Owner information)**

- **Application type:** Person  
- **Vehicle owner information**
  - **Renew for:** Myself
  - **Title:**
  - **Name:**
  - **Surname:**
  - **Resident type:** South African permanent resident
  - **ID number:**

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5. You are now on step 2 of 5 steps. Fill in the **vehicle owner's address information** then click the **Next** button.

**Motor vehicle licence renewal: Step 2 (Addresses)**

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**Vehicle owner address information**

**Physical address**

* Address line1: [Street num] [Street name]
* Address line2:
* Postal code: [See Map Here]
* Region: Western Cape

**Postal address**

[ ] Same as physical address

* Address line1:
* Address line2:
* Postal code:
* Region: Western Cape

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6. You are now on step 3 of 5 steps. Fill in the **Vehicle registration number** which is the **License number** on your MVL1 form, your **Vehicle make** (Toyota, Mazda, BMW, etc.) and then click **Add to submission list**.

**Motor vehicle licence renewal: Step 3 (Vehicles)**

**Add vehicle particulars**

*Vehicle registration number:*

*Vehicle make:*

**Add to submission list**

**Submission list**

<table>
<thead>
<tr>
<th>Vehicle registration number</th>
<th>Vehicle make</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remove vehicle**

Written by [Kurt Wyngaard](#)
7. You are still on step 3 of 5 steps. Once your vehicle is on the submission list click the **Next** button.

**Submission list**

<table>
<thead>
<tr>
<th>Vehicle registration number</th>
<th>Vehicle make</th>
</tr>
</thead>
<tbody>
<tr>
<td>******</td>
<td>******</td>
</tr>
</tbody>
</table>

[Remove vehicle]

8. You are now on step 4 of 5 steps. Accept the **Data Privacy Statement and Disclaimer** and click the **Next** button.

*Motor vehicle licence renewal: Step 4 (Disclaimer)*

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**Disclaimer**

By replying to this e-mail or opening any of the attachments you agree to be bound by the provisions of this disclaimer. By submitting the information you declare that the information provided is complete and correct to the best of your knowledge and that the City of Cape Town has the right to cancel any transaction in the event of misrepresentation, whether innocent or fraudulent or a misstatement of facts appearing in this document and/or in any other document submitted in connection with this application.

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**Data Privacy Statement**

The Data Privacy Statement is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up, you must first de-activate this setting.

[Yes, I have read and accept the Data Privacy Statement and Disclaimer.]

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Written by **Kurt Wyngaard**
9. You are now on step 5 of 5 steps. Congratulations, your submission was successful! 😊 Remember to keep your reference number safe.

**Motor vehicle licence renewal: Step 5 (Successful submission)**

10. I received the email requesting payment the very next day! 😊 Efficiency!

Written by Kurt Wyngaard
I will continue this tutorial once I receive the license disc. I will also be making a video tutorial which will be just as easy to follow! :)

**Depreciated**

I paid on the 27th of September and on the 5th of October they sent my new license. I received it on the 14th of October. If you do not receive your license within 13 working days of payment (It seems like it takes them 5 business days to process payment so you should factor that into your waiting period), you should call 0860 10 30 89.

Speedy, efficient, effortless and an absolute pleasure! What are you waiting for? Go ahead and try it!