Motor Vehicles Department,
Maharashtra

सत्यमेव जयते

Faceless Duplicate Registration Certificate Service Process Flow

Important Points to note for availing Faceless Duplicate Registration Service

Who can apply: Only for Maharashtra registered vehicles, complying all conditions mentioned below:

1. Individual Ownership
2. Non-Transport Vehicle
3. Non-Hypothecated Vehicle
4. Vehicle owner full name in Vahan records matches exactly with full name mentioned in Aadhaar records
5. Vehicle owner's mobile number in Vahan records matches exactly with mobile number linked to Aadhaar
6. Vehicle owner's current address pin code in Vahan records matches exactly with pin code of address linked to Aadhaar

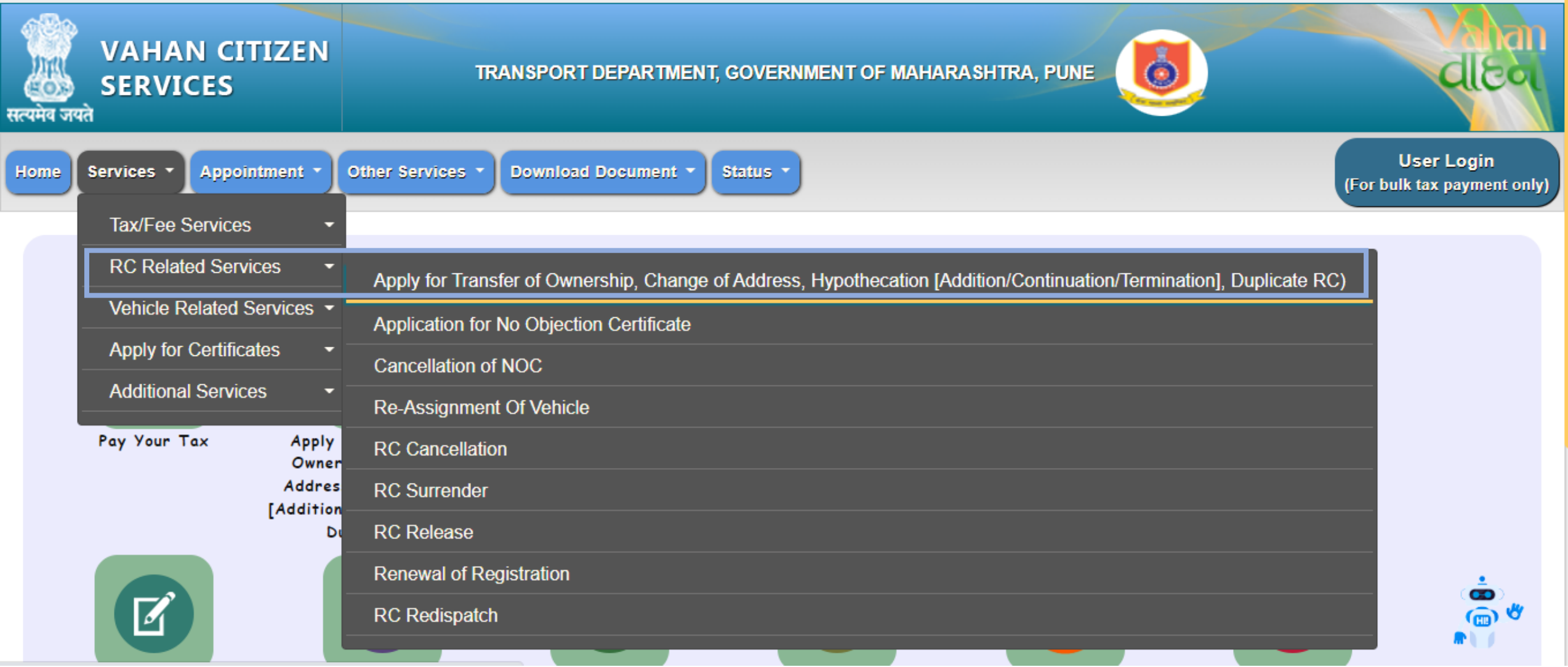
Documents Required:

1. Self attested ID proof of the Applicant
2. Photograph of the Vehicle from front
3. Photograph of the Vehicle Chassis No.
4. Copy of Police Complaint in case of Vehicle RC Lost/ Theft **OR**
   Photograph of the Vehicle Registration Certificate in case of Vehicle RC Torn/ Other

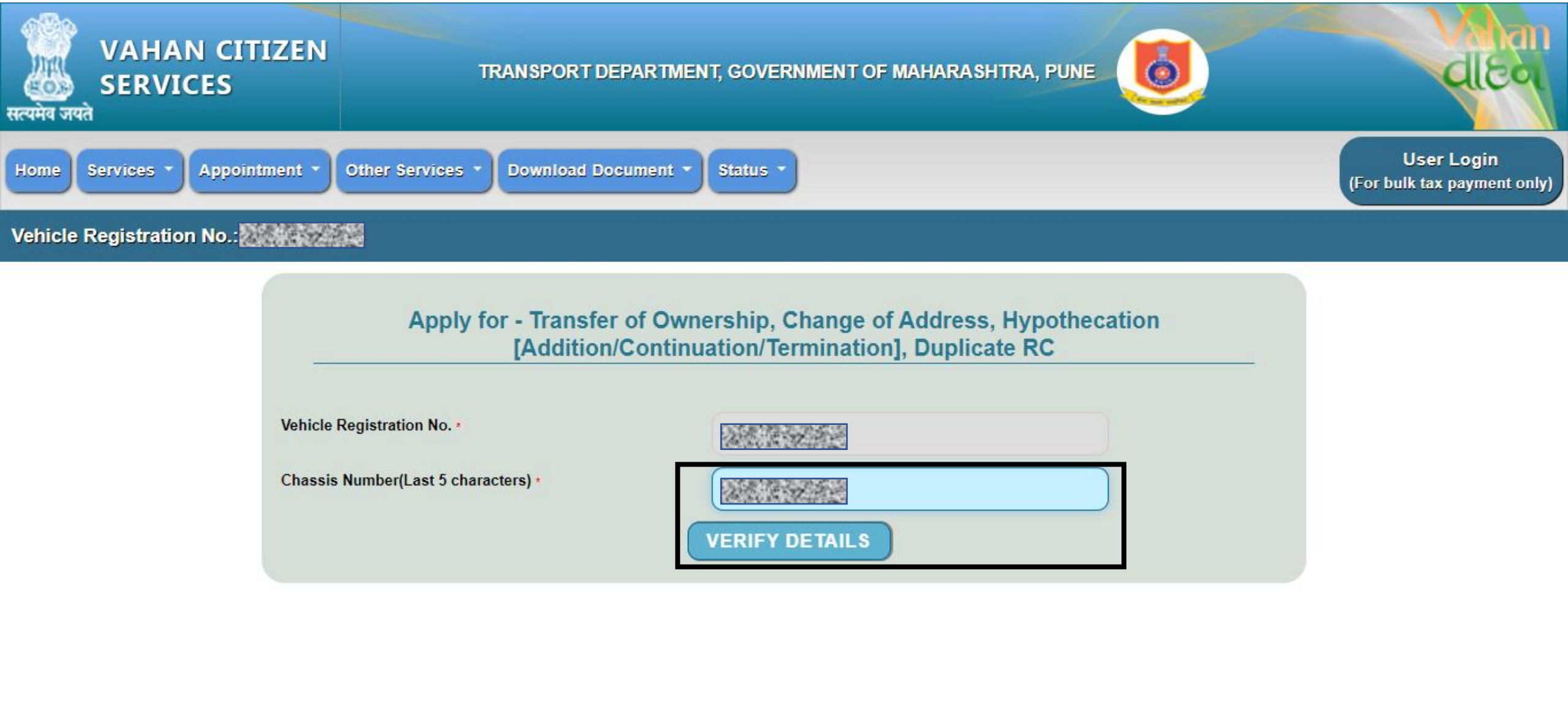
Process flow:

- Service Selection on Vahan citizen interface
- Aadhaar Authentication
- Online Form Filling
- Fees Payment
- Document upload – All documents to be mandatorily uploaded
- Application Submission
- RTO Verification and Approval
- Auto initiation of RC printing

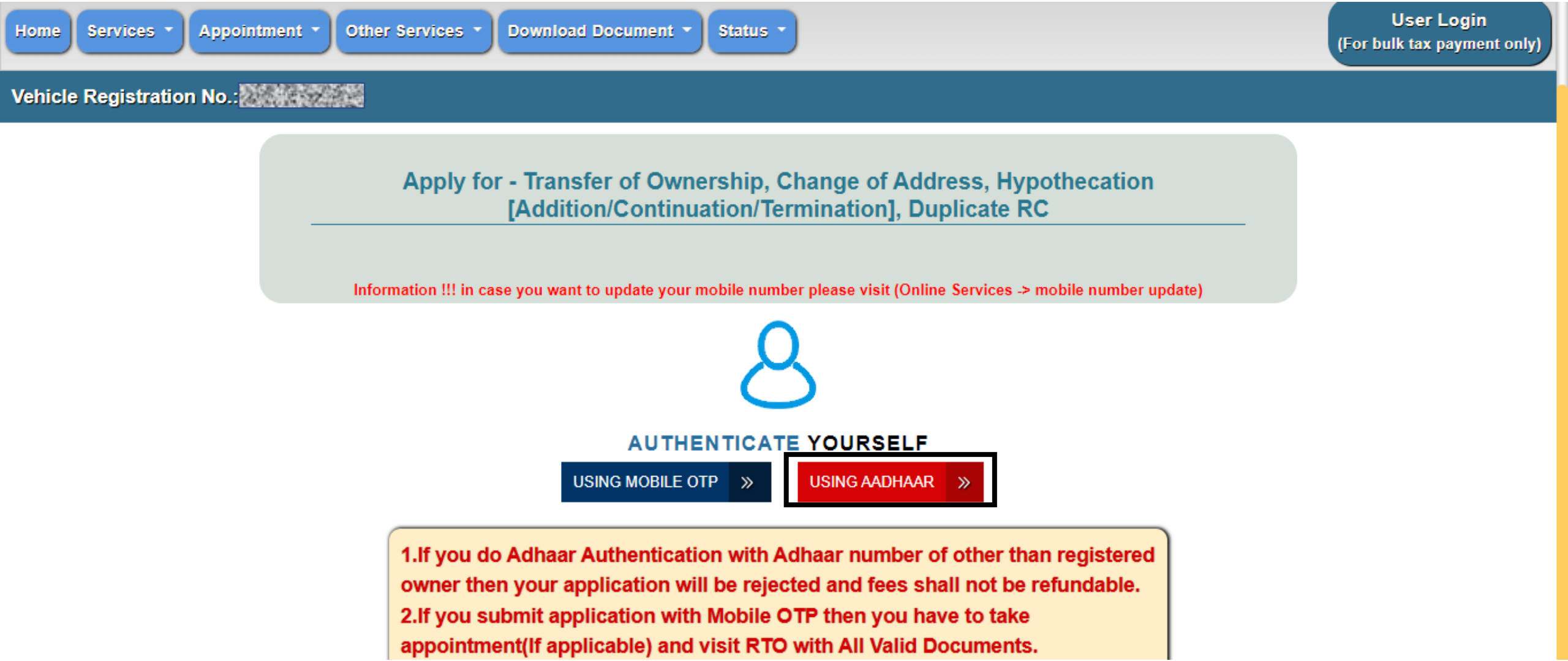
Service Selection



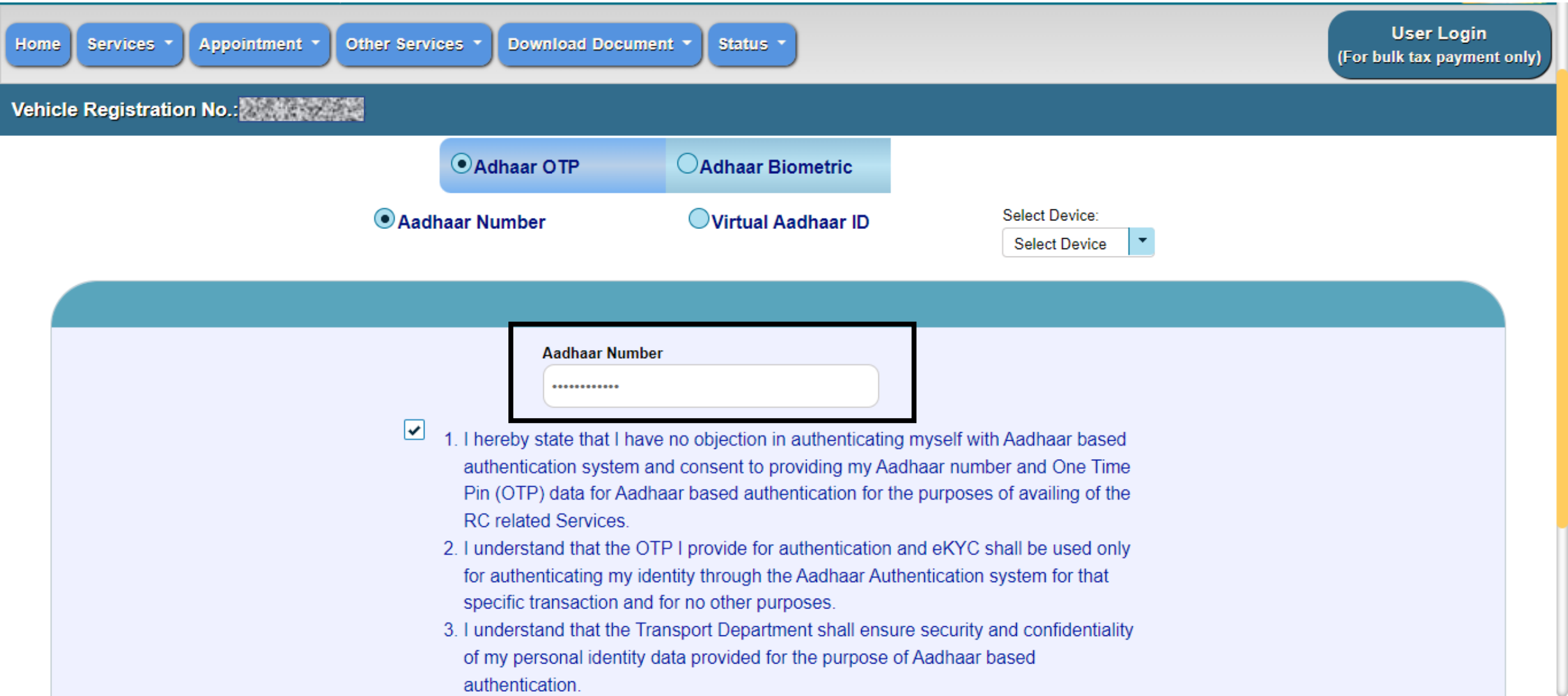
Insert last 5 digits of Chassis No. and Click on ‘Verify Details’



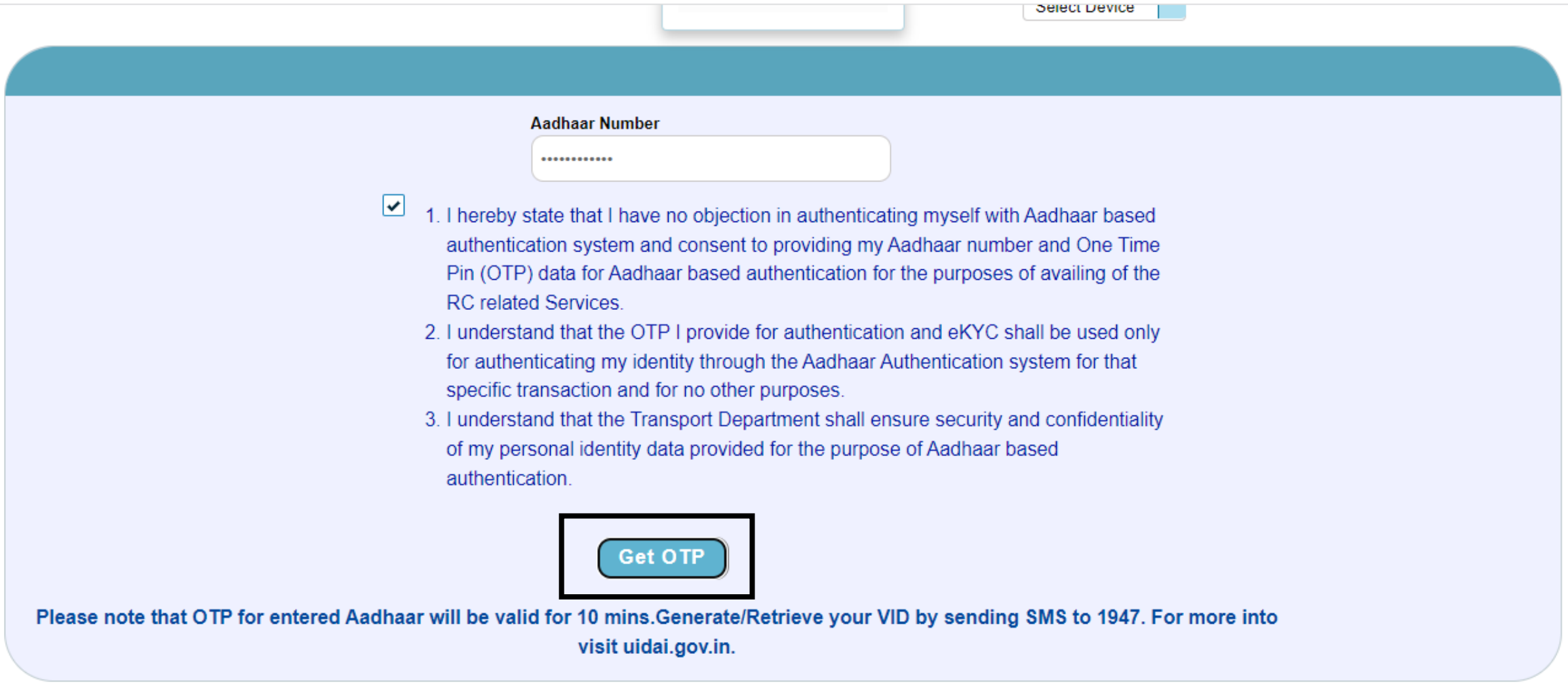
For Faceless Service, select ‘Using Aadhaar’ option



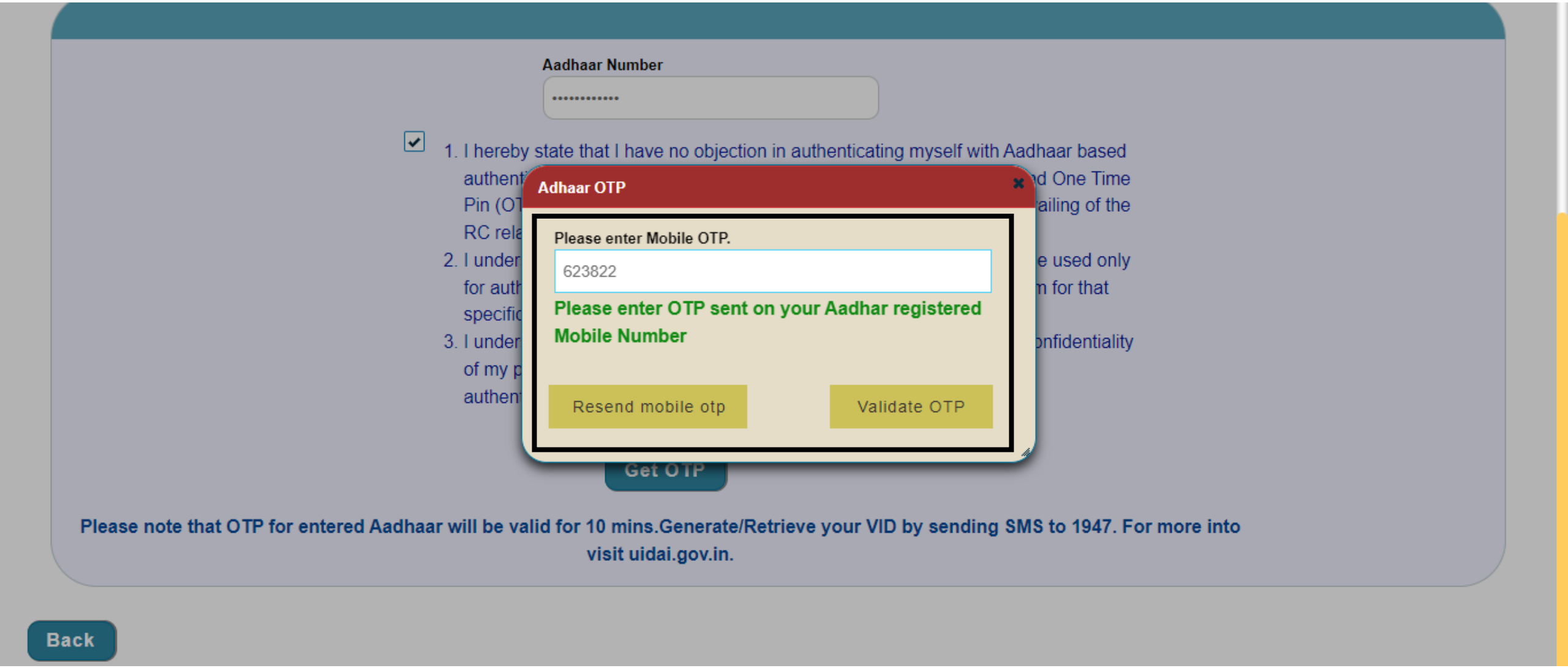
Insert Aadhaar Number in highlighted section



Go through all the declaration points. Post confirmation, click on ‘Get OTP’



Insert OTP sent on Aadhaar registered mobile number and click on ‘Validate OTP’ to proceed



Select ‘Duplicate RC’

APPLICATION ENTRY FORM

☐ Transfer of Ownership ☐ Termination of Hypothecation ☑ Duplicate RC ☐ Change of Address ☐ Addition of Hypothecation ☐ Continuation of Hypothecation

DUPLICATE RC DETAILS

Duplicate Certificate

Reason

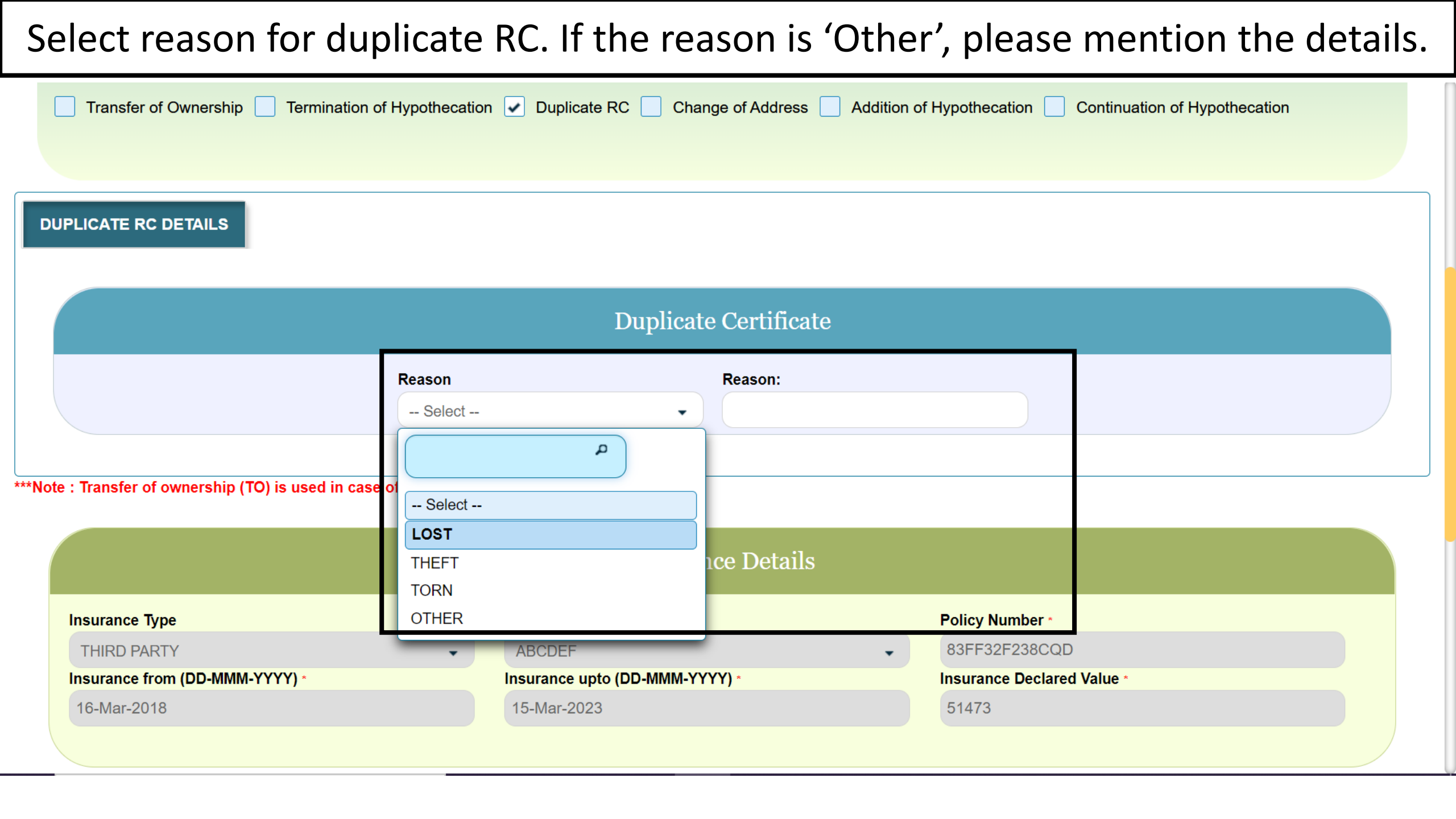
-- Select --

Reason:

***Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

Insurance Details

Select reason for duplicate RC. If the reason is ‘Other’, please mention the details.



If the reason is Lost/ Theft, please mention the police complaint details.

Duplicate Certificate

Reason: LOST

Reason: LOST

FIR No/POLICE REPORT No: [redacted]

FIR Date:

Police Station:

***Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

Insurance Details

Insurance Type: [redacted]

Insurance Company *

Policy Number *

Insurance from (DD-MMM-YYYY) *: 23-Mar-2018

Insurance upto (DD-MMM-YYYY) *: 22-Mar-2023

Insurance Declared Value *: 54461

Insurance and fees details appear here. Please click on ‘Save As Draft’ to proceed

Insurance Type

Insurance Company *

Policy Number *

Insurance from (DD-MMM-YYYY) *

23-Mar-2018

Insurance upto (DD-MMM-YYYY) *

22-Mar-2023

Insurance Declared Value *

54461

Fee Panel

S.No.	Description	Due Date	Fee Amount(In Rs)	Fine Amount(In Rs)	Total Amount In Rupee
1.	Issue of Duplicate RC				
2.	Postal Fee				
		GRAND TOTAL (in Rs):			

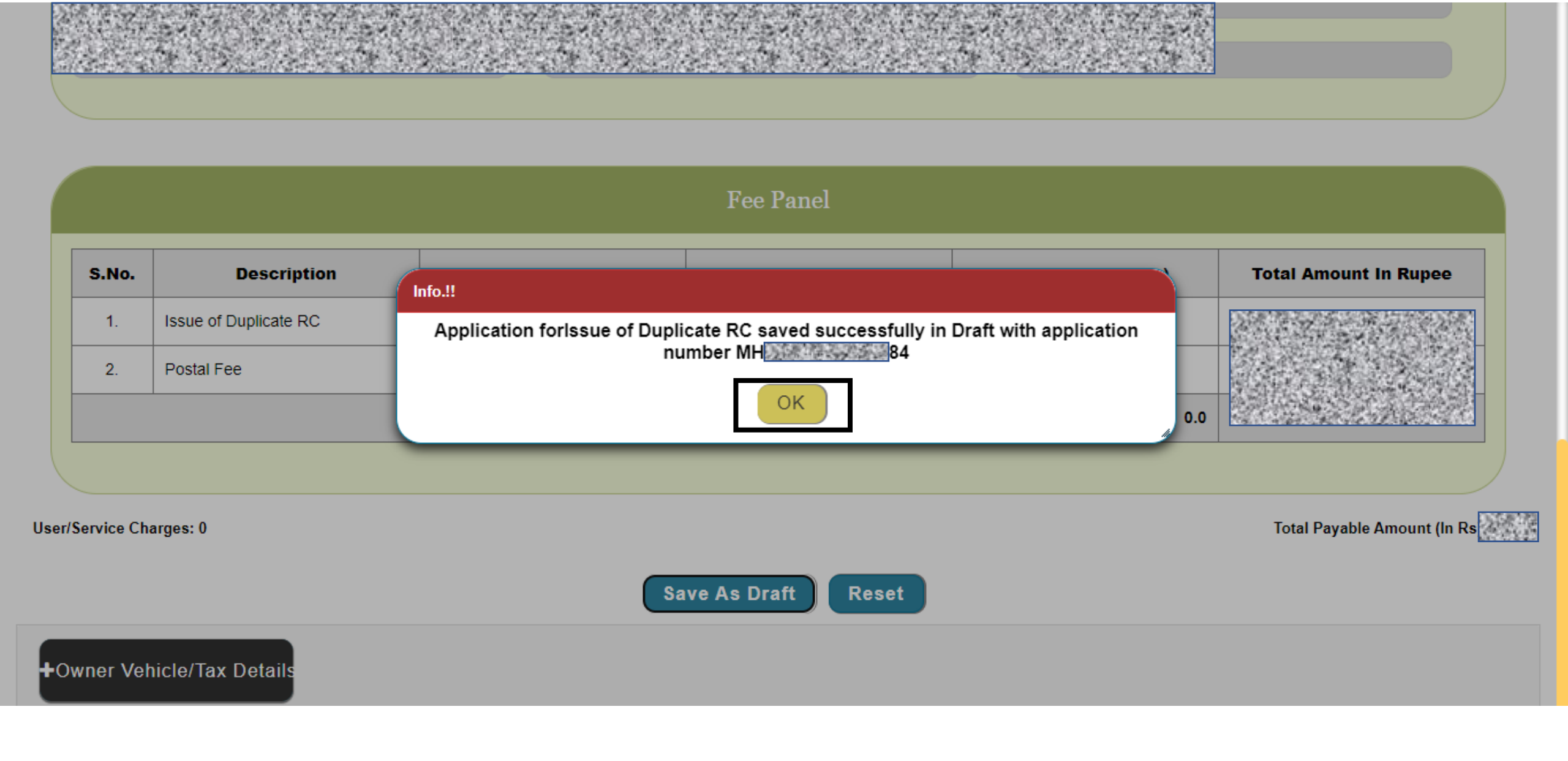
User/Service Charges: 0

Total Payable Amount (In Rs

Save As Draft

Reset

Application saved in draft. Click on ‘OK’ to proceed



Click on ‘Pay Now’ to proceed

Insurance from (DD-MMM-YYYY) *
23-Mar-2018

Insurance upto (DD-MMM-YYYY) *
22-Mar-2023

Insurance Declared Value *
54461

Fee Panel

S.No.	Description	Due Date	Fee Amount(In Rs)	Fine Amount(In Rs)	Total Amount In Rupee
1.	Issue of Duplicate RC				
2.	Postal Fee				
		GRAND TOTAL (in Rs):			

User/Service Charges: 0

Total Payable Amount (In Rs

Save As Draft | Pay Now | Reset

+Owner Vehicle/Tax Details

Please confirm the information filled. You can edit the same using ‘Edit Details’ tab. You will be directed to payment gateway from this stage.

Insurance from (DD-MMM-YYYY) *
23-Mar-2018

Insurance upto (DD-MMM-YYYY) *
22-Mar-2023

Insurance Declared Value *
54461

Fees Collection Details

Total Fees in Rupee

Kindly ensure that the information entered here is correct. once moved forward, you won't be able to correct it. In case incorrect application is submitted then only provision is there to withdraw the application and submit new application. In this case all the fee submitted for same will be forfeited.

Duplicate Certificate Details

Reason:
FIR Date:

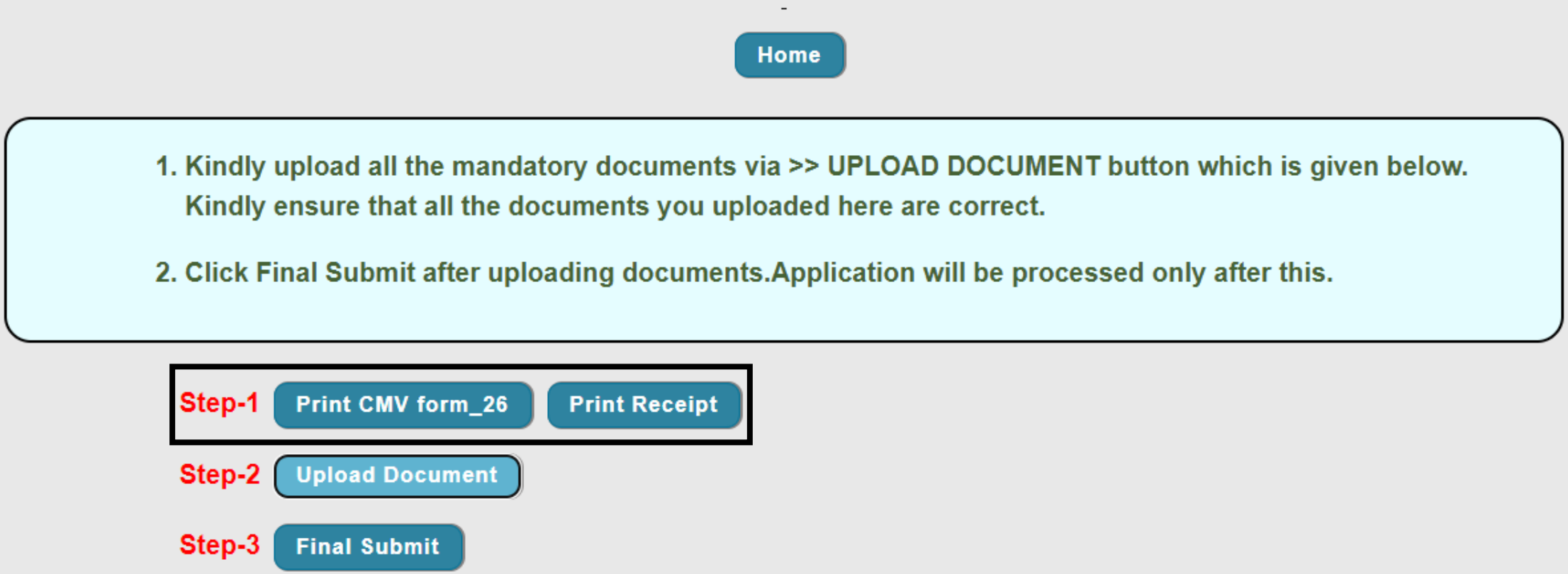
FIR No/POLICE REPORT No:
Police Station:

I have read the instructions and checked the information carefully.

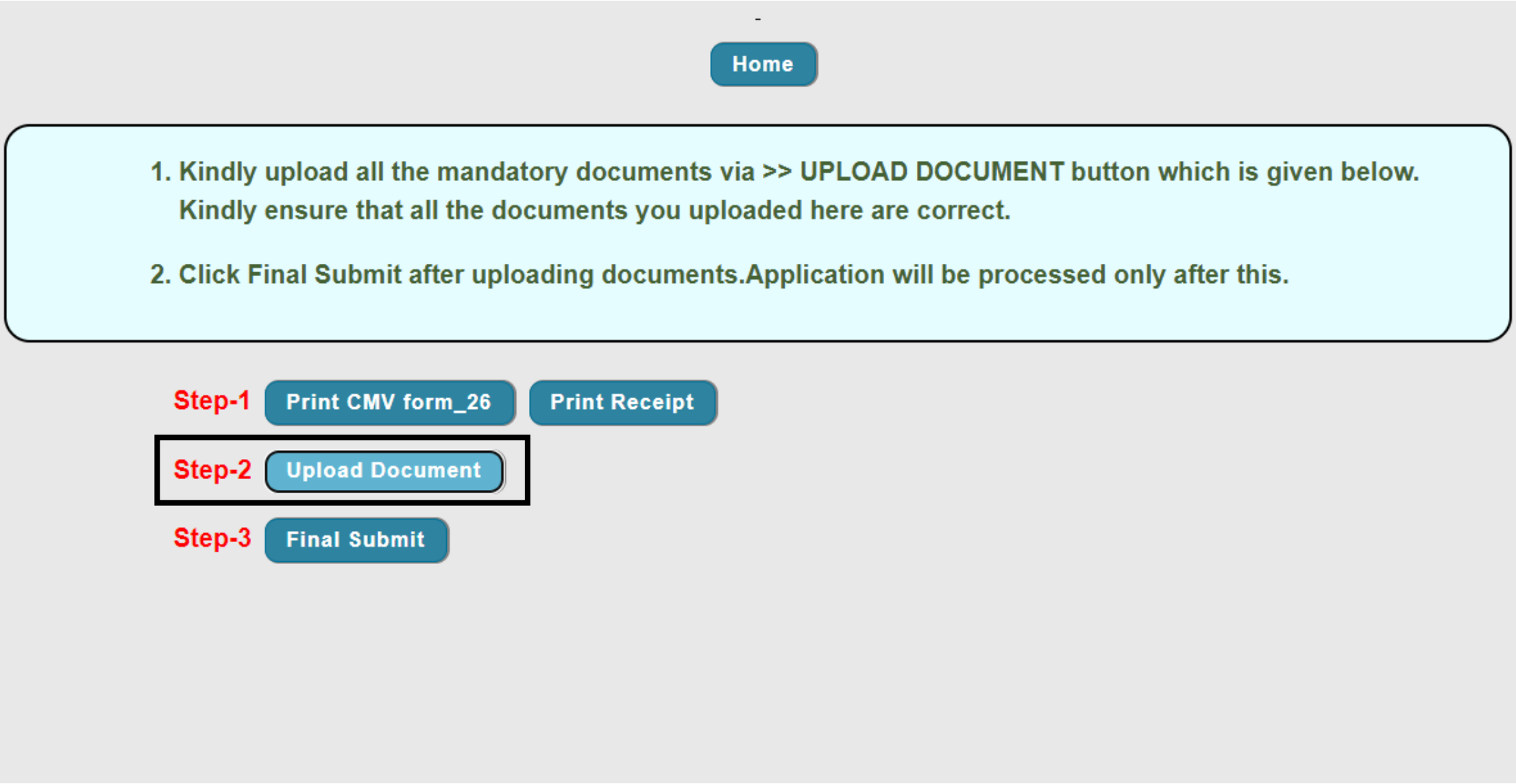
Confirm Details | Edit Details

+Owner Vehicle/Tax Details

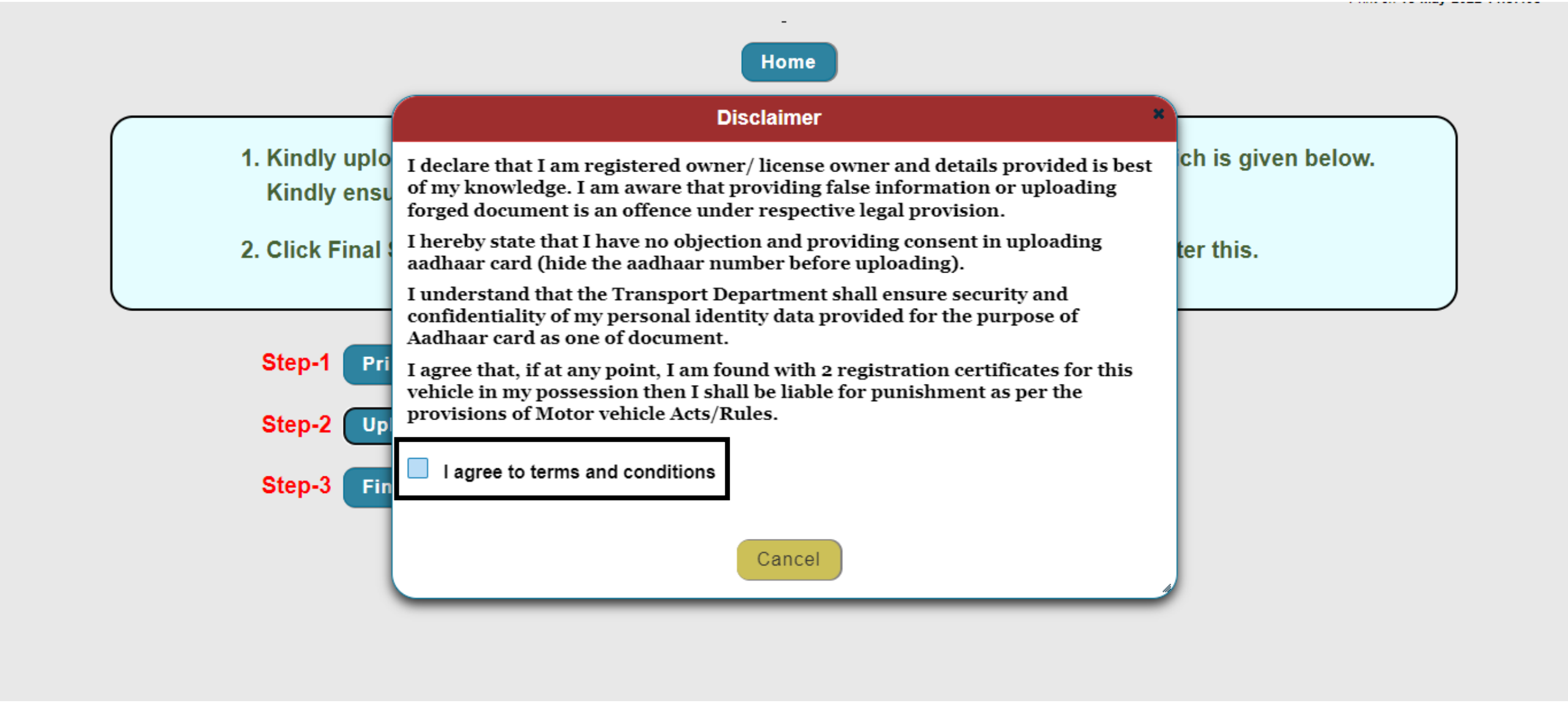
Post successful payment, you'll be redirected to this page. You can print the application form and e-Fee receipt using the highlighted tabs.



Please click on ‘Upload Document’ to proceed ahead



Please go through the declaration points and click on the check box accordingly.



Please upload all the required documents.

(Vehicle No: [redacted], Application Number: [redacted], Purpose Description: **[Issue of Duplicate RC]**)

Upload Pending Documents

****Size of single file should be upto 200KB.

Sr.No.	Document Type	Document Name	Select File	Upload Document	View Document
1	Vehicle Photograph from Front *	Vehicle Photograph from Front	+ Choose		
2	Vehicle Chassis No Photo *	Vehicle Chassis No Photo	+ Choose		
3	Self Attested ID cum Address Proof *	Voter ID/ Passport/ Aadhaar/ etc	+ Choose		
4	Police Complaint Copy for Lost and Theft or Vehicle RC Photo for Torn and Other *	Police Complaint Copy or Vehicle RC	+ Choose		

Proceed Further

एनआईसी

This message appears while uploading documents.
Please confirm and click on ‘OK’ to proceed.

(Vehicle No: **MH** [redacted] pplication Number: [redacted] Purpose Description: **[Issue of Duplicate RC]**)

Upload Pending Documents

****Size of single file should be upto 200KB.

Sr.No.	Document Type			cument	View Document
1	Vehicle Photograph from Front *			ad	
2	Vehicle Chassis No Photo *			ad	
3	Self Attested ID cum Address Proof *	Voter ID/ Passport/ Aadhaar/ etc	+ Choose AddressProof.png	Upload	
4	Police Complaint Copy for Lost and Theft or Vehicle RC Photo for Torn and Other *	Police Complaint Copy or Vehicle RC	+ Choose PoliceComplaintCopy.jpg	Upload	

Confirmation!!!

I agree to upload this document in the system. Once uploaded, if any modification then it will be done using Status>>Add Pending/Modify Uploaded documents.

OK Cancel

This message appears post uploading documents

Upload Pending Documents

****Size of single file should be upto 200KB.

Sr.No.	Document Type	Document Name	Select File	Upload Document	View Document
1	Vehicle Photograph from Front *	Vehicle Photograph from Front	+ Choose VehPhoto.JPG	Upload	
2	Vehicle Chassis No Photo *	Vehicle Chassis No Photo	+ Choose	Upload	
3	Self Attested ID cum Address Proof *	Voter ID/ Passport/ Aadhaar/ etc	+ Choose AddressProof.png	Upload	
4	Police Complaint Copy for Lost and Theft or Vehicle RC Photo for Torn and Other *	Police Complaint Copy or Vehicle RC	+ Choose PoliceComplaintCopy.jpg	Upload	

File is uploaded successfully

Proceed Further

Click on ‘Proceed Further’ post uploading the documents

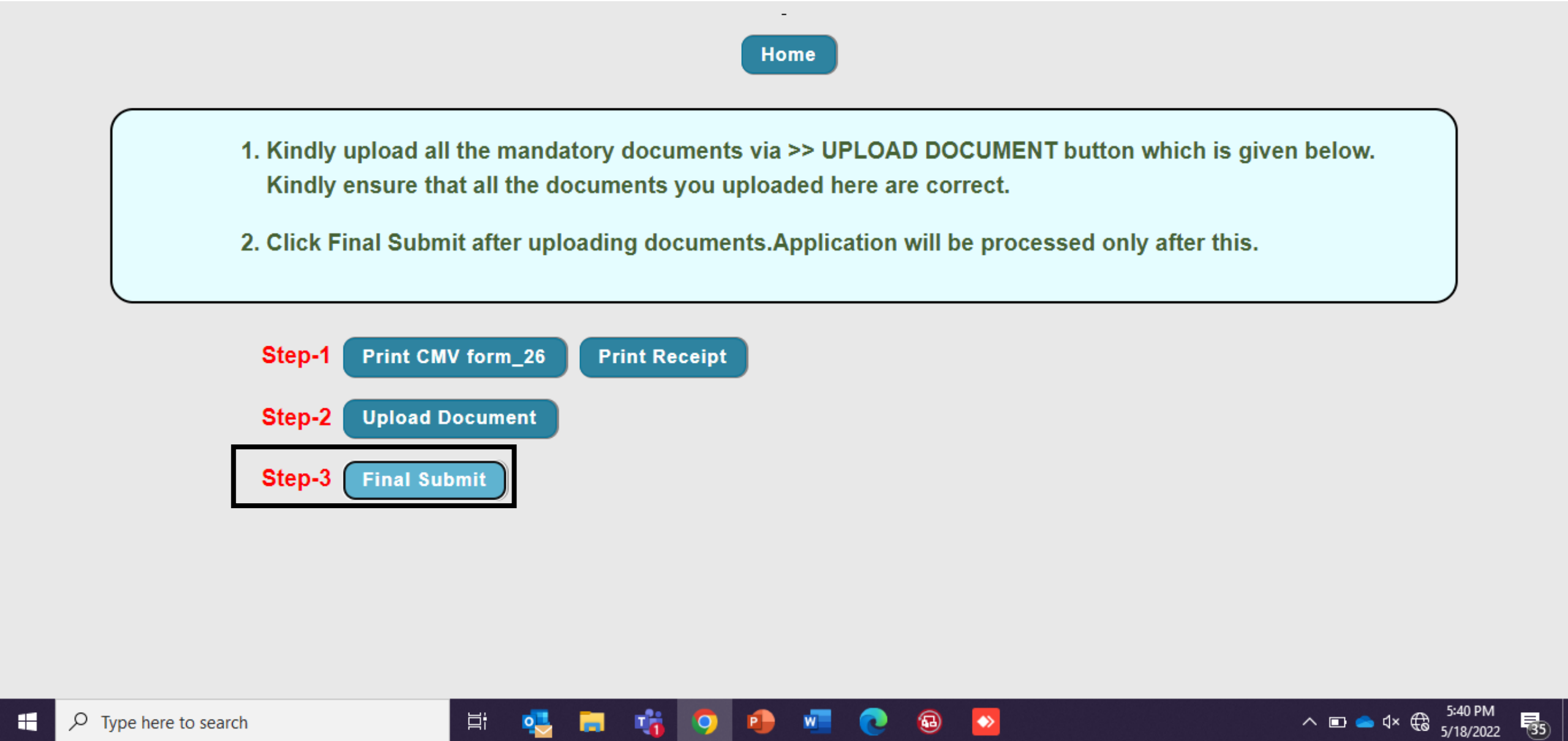
Upload Pending Documents

****Size of single file should be upto 200KB.

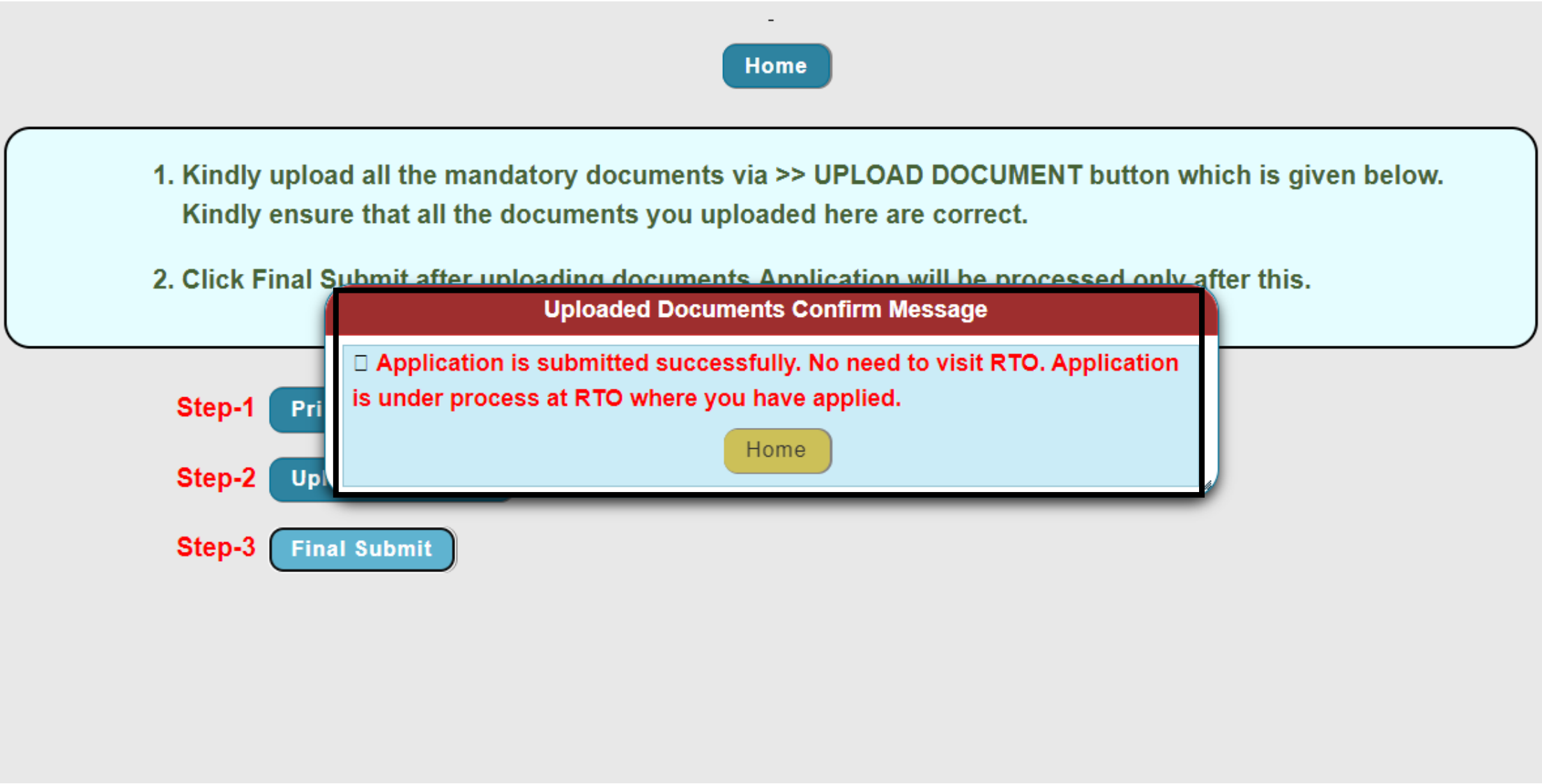
Sr.No.	Document Type	Document Name	Select File	Upload Document	View Document
1	Vehicle Photograph from Front *	Vehicle Photograph from Front	+ Choose VehPhoto.JPG	Upload	
2	Vehicle Chassis No Photo *	Vehicle Chassis No Photo	+ Choose ChassisNo.jpg	Upload	
3	Self Attested ID cum Address Proof *	Voter ID/ Passport/ Aadhaar/ etc	+ Choose AddressProof.png	Upload	
4	Police Complaint Copy for Lost and Theft or Vehicle RC Photo for Torn and Other *	Police Complaint Copy or Vehicle RC	+ Choose PoliceComplaintCopy.jpg	Upload	

Proceed Further

Click on ‘Final Submit’ for completing the application process



This message will appear. Application process is completed now.
No need to visit RTO.



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Thank You