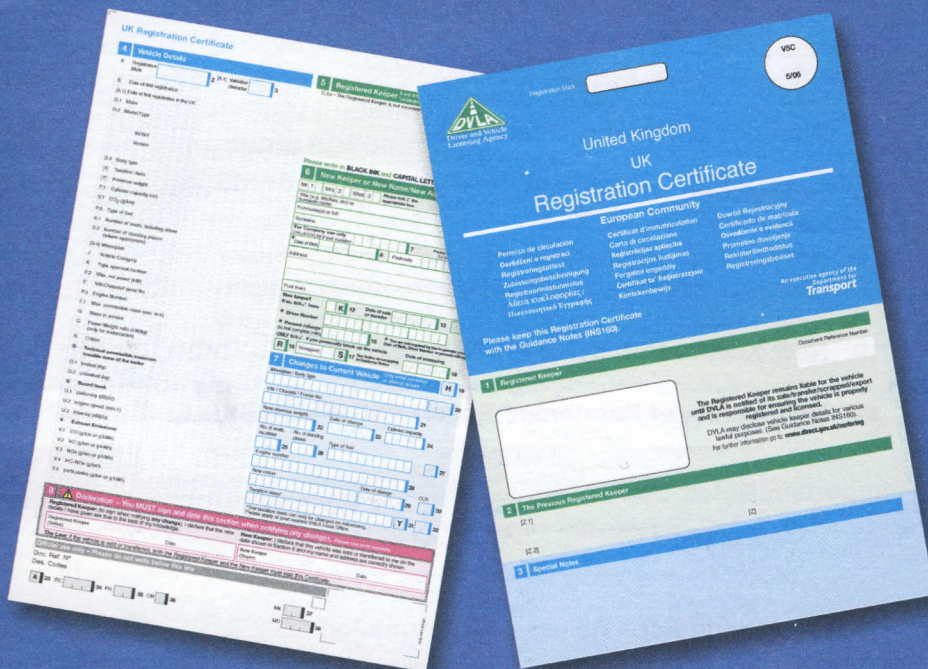


United Kingdom UK Registration Certificate Guidance Notes

For more information go to: www.direct.gov.uk/motoring

Please keep this booklet with the V5C Registration Certificate



CUSTOMER SERVICE EXCELLENCE



INVESTOR IN PEOPLE

10/06

An executive agency of the
Department for
Transport

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Introduction

Please read the Guidance Notes carefully as they provide information on the new V5C Registration Certificate (afterwards referred to as the “Certificate”).

On 1st January 2004 a new Certificate (V5C) was introduced to replace the V5 Registration Document. The new Certificate has been developed to comply with European Directive 1999/37/EC. The Directive required Member States to introduce a common format for registration certificates, to help with the identification of vehicles in international traffic and be accepted for re-registration throughout the European Union.

The V5 Registration Document will be invalid on receipt of the V5C Certificate and therefore should be destroyed. All V5 Registration Documents ceased to have effect from 1 July 2005.

1. Registered Keeper

Sections 1 and 5 of the Certificate show the name and address of the registered keeper (the current keeper).

The registered keeper is **NOT** necessarily the legal owner of the vehicle.

The registered keeper is:

- The person who is liable for the licensing of the vehicle and declaring the vehicle off the public road
- The person to whom the police and other enforcement authorities would direct any enquiries eg about motoring and parking offences.

The legal owner may include:

- The person who bought the vehicle
- The company/legal entity who bought the vehicle eg Finance/Leasing companies
- The person who receives the vehicle as a gift or prize

You must ensure that the name and address printed on the Certificate is correct. If it is not, you must complete Section 6 of the Certificate (see pages 5–8 of the Guidance Notes).

However, the address printed on the Certificate is the Royal Mail preferred format and may not be exactly the same as the address on your application form.

The registered keeper remains liable for the vehicle until DVLA is notified of its sale, transfer, scrapping or export.

By law you must inform DVLA in writing immediately about any change to your name or address. When you do, DVLA will issue a new Certificate within 6 weeks. If you do not tell us, you may have to pay a fine of up to £1,000. If you deliberately give false information, you may have to pay a fine of up to £5,000 and go to prison for up to 2 years.

2. The Previous Registered Keeper

Section 2 shows the previous recorded keeper of the vehicle.

If a previous keeper has been recorded, the following will be shown:

- The full name and postal address
- The date they acquired the vehicle
- The number of previous keepers.

The registered keeper can apply for the history of the vehicle by writing to: Fee Paying Enquiries, DVLA, Swansea, SA99 1AJ quoting the registration mark of the vehicle and giving the reasons for the request. A fee of £5.00 should be made payable to DVLA.

3. Special Notes

Section 3 shows notes relevant to the vehicle's history.

e.g. Notes are printed to show that the vehicle:

- Has been previously registered
- Is rebuilt or kit built
- Has undergone a Single Vehicle Approval Test
- Has undergone a Vehicle Identity Check (VIC). For more information on VIC's go to the website www.direct.gov.uk/motoring or contact VOSA.

4. Vehicle Details

Section 4 shows the vehicle details held on the DVLA record.

It is your responsibility to check, where possible, that details such as: make, model, colour, VIN and engine numbers are correct. The VIN and engine number should be checked against the vehicle itself or the details on the vehicle's Certificate of Conformity, if available. If you have any difficulty locating these details on the vehicle your local garage should be able to help. If there are any errors, return the Certificate to DVLA, Swansea, SA99 1BA and explain which details are incorrect (see Section 7 of the Guidance Notes). Please **DO NOT** return the Certificate if the model or colour are not the full descriptions you have for the vehicle e.g: lavender would be shown as purple, as only basic descriptions are used by the DVLA.

5. Registered Keeper

Section 5 shows the registered keeper's name, address and the date on which the registered keeper acquired the vehicle. Date of acquisition is only shown for second hand vehicles.

6. New Keeper or New Name/New Address Details

Please use Section 6 of the Certificate to inform us of any changes to your name, address, or both. You must also use this Section to tell us if you sell or personally break up your vehicle. You are required by law to give us this information immediately.

6a. How to tell us of an incorrect/change of name and address

Please write in **BLACK INK** and **CAPITAL LETTERS**.

6 New Keeper or New Name/New Address Details									
Mr 1	Mrs 2	Miss 3	Please tick <input checked="" type="checkbox"/> the appropriate box				W	4	
Title (e.g. Ms/Rev, etc) or business name DR								5	
Forename(s) in full ANTHONY NEIL								6	
Surname OTHER								7	
For Company use only DVLA/DVLENI Fleet number								8	
*Date of Birth 1 9 0 8 1 9 7 0 8								9	
Postcode E 1 4 1 D Z								10	
Address 114 HIGH STREET								11	
Post town LONDON									

- Tick the appropriate title box e.g. Mr, Mrs, Miss or enter your title in the box below eg Ms, Rev, Dr etc
- Enter the business name (if applicable). If registration is in a business or association name, please give the full name of person responsible for the vehicle.
- Enter your Forename(s) in full in line 5
- Enter your Surname in line 6.
NB. No joint names eg husband and wife, father and son etc.
- Enter your fleet number (**fleet operators only**) in line 7
- Enter your Date of Birth in line 8. If the vehicle is registered in a business name, a Date of Birth is not required.
NB. You are not required by law to provide a date of birth.
- Enter your address in lines 9, 10 and 11.
NB. PO Box addresses can only be accepted for companies and corporate bodies.
- Sign and date the Declaration in Section 8 and return the Certificate to DVLA, Swansea SA99 1BA.

6b. For an incorrect/change of name only

Please write in **BLACK INK** and **CAPITAL LETTERS**.

6 New Keeper or New Name/New Address Details

Mr 1	Mrs 2	Miss 3	Please tick <input checked="" type="checkbox"/> the appropriate box	W 4
Title (e.g. Ms/Rev, etc) or business name DR				
Forename(s) in full ANTHONY NEIL 5				
Surname OTHER 6				
For Company use only DVLA/DVLENI Fleet number 7				
* Date of Birth 1 9 0 8 1 9 7 0 8				

- Tick the appropriate title box e.g. Mr, Mrs, Miss or enter your title in the box below e.g. Ms, Rev, Dr etc
- Enter the business name (if applicable). If registration is in a business or association name, please give the full name of person responsible for the vehicle.
- Enter your Forename(s) in full in line 5
- Enter your Surname in line 6.
NB. No joint names e.g. husband and wife, father and son etc.
- Enter your Date of Birth in line 8. If the vehicle is registered in a business name, a Date of Birth is not required.
NB. You are not required by law to provide a date of birth.
- Sign and date the Declaration in Section 8 and return the Certificate to DVLA, Swansea SA99 1BA.

6c. For an incorrect/change of address only

Please write in **BLACK INK** and **CAPITAL LETTERS**.

Postcode	E 1 4 1 D Z	9
Address 114 HIGH STREET		
Post town LONDON 11		

- Enter your address details in lines 9 to 11.
N.B. PO Box addresses can only be accepted for companies and corporate bodies.
- Sign and date the Declaration in Section 8 and return the Certificate to DVLA, Swansea, SA99 1BA.

6d. Selling/transferring your vehicle privately to someone who is not a motor trader (for definitions of a motor trader see Section 9 of the Guidance Notes)

Please write in **BLACK INK** and **CAPITAL LETTERS**.

6 New Keeper or New Name/New Address Details

Mr 1	Mrs 2	<input checked="" type="checkbox"/> Miss 3	Please tick <input checked="" type="checkbox"/> the appropriate box	W 4
Title (e.g. Ms/Rev, etc) or business name				
Forename(s) in full ANN 5				
Surname STRANGER 6				
For Company use only DVLA/DVLENI Fleet number 7				
* Date of Birth 0 8 1 2 1 9 6 5 8				
Postcode G 1 1 2 B D 9				
Address 3 LOCATION AVENUE				
Post town LONDON 11				
New keeper? <input checked="" type="checkbox"/> K 12				
If so, tick <input checked="" type="checkbox"/> here: Date of sale or transfer 0 2 0 1 0 6 13				
* Driver Number S T R A N 6 6 2 1 8 5 A 9 9 E P				
* Present mileage (to last complete mile) 6 0 0 0 15				
* You are not required by law to provide your Date of Birth, Driver Number or present mileage				

- Tick the appropriate title box e.g. Mr, Mrs, Miss or enter the new keeper's (buyer's) title in the box below e.g. Ms, Rev, Dr etc
- Enter the business name (if applicable). If registration is in a business or association name, please give the full name of person responsible for the vehicle.
- Enter the new keeper's (buyer's) Forename(s) in full in line 5
- Enter the new keeper's (buyer's) Surname in line 6.
NB. No joint names e.g. husband and wife, father and son etc.
- Enter the new keeper's (buyer's) address in lines 9,10 and 11.
NB. PO Box addresses can only be accepted for companies and corporate bodies. If the purchaser does not have a GB address please refer to Question 5a and 5b on pages 17 and 18.
- Enter the new keeper's fleet number (**fleet operators only**) in line 7
- Enter the new keeper's (buyer's) Date of Birth in the format e.g. 08121965 (8th December 1965). If the vehicle is registered in a business name, a Date of Birth is not required.
N.B. You are not required by law to provide a Date of Birth.
- Tick box 12 to indicate change of keeper
- Provide the date of sale in box 13 in the format e.g. 020106 (2nd January 2006)

(continued overleaf)

- Enter the new keeper's (buyer's) Driver Number in the box provided. You are not obliged by law to provide the Driver Number but doing so would assist in the accuracy of DVLA records.
- Enter the vehicle's present mileage in box 15. You are not obliged by law to provide mileage information but doing so might help combat mileage fraud.
- You and the new keeper (buyer) are both required to sign and date the Declaration in Section 8
- Enter the new keeper's (buyer's) name and address in Section 10. The new keeper should only be given Section 10 (V5C/2), and not any other part of the Certificate. (See Section 10 of the Guidance Notes for further details).
- Keep a note of the new keeper's name and address for possible future reference
- Discard Sections 9 and 11
- Return the Certificate to DVLA, Swansea, SA99 1BA.

Once the Certificate is received at DVLA with the new keeper information, the buyer will then be shown as the registered keeper on the vehicle record.

Within 4 weeks, DVLA will issue an acknowledgement letter confirming that you are no longer shown as the registered keeper on DVLA records.

If the letter is not received after 4 weeks please contact Customer Enquiries Group on 0870 240 0010. If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.

6e. How to tell us if you scrap your vehicle

ONLY tick ☒ if you personally break up the vehicle

R 16	Scrapped <input checked="" type="checkbox"/>	S 17	See notes on scrapping in Guidance Notes	Date of scrapping	0 2 0 1 0 6	18
-------------	--	-------------	--	-------------------	-------------	----

- Only tell us that the vehicle has been scrapped if **you** broke it up or destroyed it. If you did, tick box 17 and enter Date of Scrapping in box 18.
- Sign and date the Declaration in Section 8 and return the Certificate to DVLA, Swansea, SA99 1BA
- If you have passed the vehicle on to an Authorised Treatment Facility (vehicle dismantlers/scrap dealers have now become Authorised Treatment Facilities) or insurer for scrapping, follow the procedures explained in Section 9 of the Guidance Notes.

7. Changes to Current Vehicle

Please use Section 7 to inform us of any changes or corrections to be made to the vehicle details. If any changes, other than those listed below, are made to the vehicle you must inform the DVLA with a covering letter.

7		Changes to Current Vehicle		Only enter corrected or altered details		H 19
Wheelplan / Body type						
VIN / Chassis / Frame No.						
New revenue weight		Date of change		Cylinder capacity		
		D D M M Y Y				
22		23		24		
No. of seats, inc. driver		No. of standing places		Type of fuel		
25		26				27
Engine number						
New colour		Date of change		CLR		
Y E L L O W		2 3 0 7 0 6				30
29		31		32		
Taxation class*						
Y						

*The taxation class can only be changed on relicensing. Please apply at your nearest DVLA Local Office.

BY LAW if there are any changes you MUST immediately:

- Complete Section 7 with the relevant details e.g. new colour and date of change
- Sign and date the Declaration in Section 8
- Send the Certificate to DVLA, Swansea, SA99 1BA.

Changes made to any of the following may affect the rate of duty payable for a vehicle excise licence and you MAY have to relicense your vehicle at a DVLA local office:

- Revenue weight
- Cylinder capacity (cc)
- Number of seats including drivers seat (for buses and passenger carrying vehicles)
- Type of fuel
- Taxation class
- Wheelplan/body type (Heavy Goods Vehicles (HGV) only).

(continued overleaf)

For changes to the revenue weight you will need to produce a:

- plating certificate; or
- design weight certificate.

For changes to the cylinder capacity (cc). For a decrease, written evidence showing details of engine number and capacity must be produced.

For detailed information regarding licensing your vehicle visit the website www.direct.gov.uk/motoring or refer to leaflet V100.

If you increase the engine size documentary evidence is not required. Changes made may affect the rate of duty payable for a vehicle excise licence and you may need to relicence your vehicle.

For changes to the fuel type of passenger cars registered as new after 01.03.01, you will need to provide written details from the garage that carried out the conversion.

If you change your taxation class to Disabled, you must produce one of the following Exemption Certificates from VED:

- DLA 404; or
- WPA 442.

The address to apply for a DLA 404 is:

Disability and Carers Benefits Directorate
Disability and Carers Service
Warbreck House
Warbreck Hill
Blackpool
FY2 0YE
Tel No: 0845 712 3456

Hearing impaired minicom users phone: 08457 224433

The address to apply for a WPA 442 is:

Veterans Agency
Norcross
Blackpool
FY5 3GZ
Tel No: 0800 169 2277

Hearing impaired minicom users phone: 0800 169 3458.

If you are registered as the keeper at DVLA, are changing to the disabled tax class and have a full V5C, you can make this change at the Post Office®. If you change the **Wheelplan/Body Type or the VIN/Chassis/Frame Number** of your vehicle you must contact your nearest DVLA local office to check if your vehicle will require an inspection.

The address of your nearest local office can be found:

- On the website www.direct.gov.uk/motoring
- In our booklet V100 available from all Post Office® branches
- By calling 08702 430444, you will be asked to provide your postcode
- In The Phone Book "classified" section under Government Offices or in the main index under "DVLA".

DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

For further assistance please contact Customer Enquiries Group on 0870 240 0010. If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.

8. Declaration

Declarations can be found in Sections 8, 9 and 11 of the Certificate.

You MUST sign and date the Declaration in Section 8 if you:

- Change your name
- Change your address
- Change or correct the vehicle details
- If you personally break up the vehicle.

You AND the new keeper must BOTH sign the Declaration in Section 8 if you:

- Sell the vehicle privately.

You AND the Motor Trader must BOTH sign the Declaration in Section 9 (V5C/3) if you:

- Sell or part exchange your vehicle to a motor trader.

You MUST sign and date the Declaration in Section 11 (V5C/4) if you:

- Intend to permanently export your vehicle.

If you do **NOT** notify DVLA that you have sold, transferred or exported the vehicle, **you will continue to be liable for it even though it is no longer in your possession.** (See Section "Continuous Registration Explained" on page 15).

9. Notification of Sale/Transfer to the Motor Trade/Insurer/Dismantler/Authorised Treatment Facility V5C/3

Please use Section 9 **ONLY** if you sell or transfer your vehicle to the Motor Trade.

For this purpose Motor Trade means:

- A motor dealer
- A motor vehicle auctioneer
- A motor vehicle insurer with whom you have settled a claim
- A motor vehicle dismantler (Authorised Treatment Facility (ATF))
- A finance company, which has acquired a vehicle under an order of repossession.

If you sell or part exchange your vehicle to a Motor Trader who does not have an electronic link to DVLA you MUST complete Section 9 ONLY:

- Enter the date of sale or transfer in box 5
- Enter the vehicle's present mileage in box 6 (you are not obliged by law to provide mileage information but doing so might help combat mileage fraud)
- Ask the trader to enter their details in the name and address section
- Sign and date the registered keeper part in the Declaration box
- Ask the Motor Trader to sign and date their part in the Declaration box
- Detach Section 9 **ONLY** and send to DVLA, Swansea, SA99 1BD
- Give the Motor Trader the rest of the Certificate.

When we receive a notification of keeper disposal, we will issue an acknowledgement letter confirming that you have discharged your liability for the vehicle. If you have not received an acknowledgement letter after 4 weeks please contact Customer Enquiries Group on 0870 240 0010. If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.

If you sell or part exchange your vehicle to a Motor Trader who has an electronic link to DVLA to notify vehicle sales and transfers, they should follow the system guidelines to notify DVLA of the vehicle transfer and issue you with an acknowledgement.

If you pass your vehicle to an Authorised Treatment Facility (Vehicle dismantlers/scrap dealers have now become Authorised Treatment Facilities) they will keep your Registration Document/Certificate. You may be issued with a Certificate of Destruction by the ATF (for further information see leaflet INF156).

10. New Keeper Supplement V5C/2

Complete Section 10 if you sell or transfer the vehicle privately. This section should be kept by the new keeper (see Section 9 if selling or transferring your vehicle to a motor trader).

Section 10 must NOT be sent to DVLA.

The registered keeper (seller) MUST:

- Enter the name and address of the new keeper in Sections 6 and 10 of the Certificate
- Enter the new keeper's date of birth in Section 6 of the Certificate
- Enter the date of sale or transfer of the vehicle in Sections 6 and 10 of the Certificate
- You and the new keeper (buyer) must sign and date the Declaration in Section 8
- Keep a note of the new keeper's name and address for possible future reference
- Detach and give Section 10 of the Certificate to the new keeper
- Return the Certificate, completed with the new keeper details, to DVLA, Swansea, SA99 1BA, to notify change of keepership (see Section "Continuous Registration Explained") on page number 15 in this booklet
- Discard Sections 9 and 11.

DVLA will send an acknowledgement letter from DVLA to confirm you are no longer the registered keeper. **If you do not received it after 4 weeks please contact DVLA on 0870 240 0010.** If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.

The new keeper (buyer) MUST:

- Keep Section 10, **which is valid for 2 months from the date of sale for re-licensing**, until a new Certificate is received from the DVLA. **If you do not receive the Certificate within 6 weeks please contact Customer Enquiries Group on 0870 240 0010.** If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.
- If the vehicle is unlicensed when purchased you must either license the vehicle or make a Statutory Off Road Notification (SORN).
- You can use Section 10 in place of the full Certificate to obtain a vehicle licence from a licence issuing Post Office® branch or a DVLA local office, provided this occurs within 2 months from the date of purchase.
- You can complete form V890 to make a SORN. These forms can be downloaded from the website www.direct.gov.uk/motoring or are available from licence issuing Post Office® branches and DVLA local offices.
- Where Section 10 has been stamped and annotated by a local office as the result of a cherished transfer it can be used by the keeper, a new keeper or the garage etc to re-license the vehicle, under the replacement mark (the annotated mark), at a local office only, within 2 months of the local office date stamp.

Please note: That following a C.T. it cannot be used for re-licensing purposes after 2 months of the local office date stamp, nor can it be used at the Post Office®. In addition, it is important to note that it cannot be used as part of a future transfer/retention or V788/V750 assignment application.

11. Notification of Permanent Export V5C/4

Complete Section 11 if you intend taking your vehicle abroad for more than 12 months. This is regarded as a permanent export which includes vehicles taken to Northern Ireland, the Isle of Man and the Channel Islands which have separate registration systems. You **MUST**:

- Enter the date of export in box 4
- Sign and date the Declaration in Section 11. This **does not** produce an export certificate.
- Detach Section 11 and return to DVLA, Swansea, SA99 1BA
- Keep Sections 1 to 8 of the Certificate to take with you when you take the vehicle abroad. These sections can be used for re-registration purposes abroad.
- Discard Sections 9 and 10.

If you are taking your vehicle out of the country for less than 12 months

DO NOT complete Section 11. You must take the **whole** of the Certificate with you. For further information on taking your vehicle abroad, see leaflet V526

"Taking a Vehicle out of the country", which is available from the website

www.direct.gov.uk/motoring or DVLA, Swansea, SA99 1BD or DVLA local offices.

The address of your nearest local office can be found:

- On the website www.direct.gov.uk/motoring
- In our booklet V100 available from all Post Office® branches
- By calling 08702 430444, you will be asked to provide your postcode
- In The Phone Book "classified" section under Government Offices or in the main index under "DVLA".

DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

If you are selling your vehicle privately to someone that does not have a GB address please refer to questions 5a and 5b on pages 17 and 18.

Important Notes

Continuous Registration Explained

A system of Continuous Registration has been introduced to improve existing registration and licensing procedures. It is the responsibility of registered keepers to notify DVLA when a vehicle has been sold, transferred, scrapped or exported. If you do not, you will continue to be responsible for taxing the vehicle, or making a SORN, until such time as DVLA receives a disposal notification. On receipt of notification of sale, transfer or scrapping, DVLA will issue an acknowledgement letter to the keeper within 4 weeks, confirming that he/she is no longer shown as the registered keeper on DVLA records. You should keep the letter as a receipt in the event that you receive further correspondence concerning the vehicle. **If the acknowledgement letter is not received after 4 weeks please contact Customer Enquiries Group on 0870 240 0010.** If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.

DVLA will issue an automatic fine to the registered keeper of a vehicle where the record shows that the vehicle is unlicensed or where Statutory Off Road Notification (SORN) has not been declared.

Summary

- Use section 6 if any of the details on the Certificate are wrong or have changed
- Always sign the relevant Declaration when telling us of a change
- It is an offence not to notify DVLA when a vehicle changes hands
- Use Section 6 to tell us if you sell your vehicle privately, if you change your name or address, or if you personally break up your vehicle
- Use Section 7 to tell us about changes to your vehicle
- Use Section 9 (V5C/3) to tell us if you sell or transfer the vehicle to a motor trader
- Give Section 10 (V5C/2) to the new keeper if you sell your vehicle privately
- Use Section 11 (V5C/4) if you intend to export your vehicle for more than 12 months.

For further information on vehicle registration and licensing matters:

- Visit the website www.direct.gov.uk/motoring
- See leaflet V100 which is available in all Post Office® branches and DVLA local offices
- Contact the Customer Enquiries Group on 0870 240 0010 quoting the vehicle's registration mark. If you have impaired hearing and have a textphone/minicom, you should ring 01792 766426.
- Write to Vehicle Customer Services (VCS), DVLA, Swansea SA99 1AR quoting the vehicle's registration mark or fax DVLA on 0870 850 1285.

Data Protection Act – Release of Information

The law requires the Agency to protect the privacy of individual motorists and to ensure that data is used fairly and lawfully. Also, personal data should only be used for specified purposes. The DVLA register is maintained primarily to identify vehicles and their keepers – to assist law enforcement and the collection of taxes, and to facilitate improved road safety.

However, regulations allow the Agency to release information to the police and local authorities to assist with the investigation of offences and parking violations. Information can also be released to anyone else who can demonstrate 'reasonable cause' for his or her request.

This means that vehicle keeper data can be used lawfully for a variety of other purposes. These include:

- Traffic surveys and research by the Department for Transport
- Investigations by insurance companies, finance houses and members of the public who can demonstrate reasonable cause
- The enforcement of congestion charging initiatives
- The investigation of benefit fraud by other government bodies
- The enforcement of court orders
- The enforcement of parking restrictions on private property
- Safety recalls by motor manufacturers.

If you want to know more about the circumstances in which personal data is released and what the agency considers to be 'reasonable cause', or if you suspect your personal information has been obtained unlawfully, please visit www.direct.gov.uk/motoring for further information.

Frequently Asked Questions

1. Q. Does the Certificate show that I am the legal owner?

A. No. It does not prove legal ownership.

The legal owner may include:

- The person who purchased the vehicle
- The company/legal entity who purchased the vehicle
e.g. Finance/Leasing companies
- The person who receives the vehicle as a gift or prize

The registered keeper is:

- The person who is liable for the licensing of the vehicle and declaring the vehicle off the public road
- The person to whom the police and other enforcement authorities would direct any enquiries e.g. about motoring and parking offences.

NB Before buying a vehicle you should satisfy yourself that the seller either owns the vehicle or is entitled to offer it for sale.

2. Q. What do I do with the Certificate if the registered keeper of the vehicle is deceased?

A. The Executor of the Will must complete the Certificate with their details or the details of the person who will now be responsible for the day to day running of the vehicle, and return it to CR Team, D7, DVLA, Swansea, SA6 7JL with a covering letter. The covering letter should provide the vehicle's registration mark, the name and address of the deceased and the date on which the death occurred.

3. Q. I have lost the Certificate. How do I obtain another?

A. Complete a V62 Application Form for a Registration Certificate (a fee will be payable) which is available for download from www.direct.gov.uk/motoring from any Post Office® branch or DVLA local office and send it to DVLA, Swansea SA99 1DD.

4. Q. Can I sell or buy a vehicle without a Certificate?

A. Yes, however the Certificate is the easiest way to undertake the legal requirement of notifying DVLA that a vehicle has been transferred. Without the Certificate, the seller will need to write a letter and send it to DVLA, Swansea SA99 1DD. The buyer will need to complete a V62 Application Form for a Registration Certificate (a fee will be payable). Notification using the V5 or V5C will remain free. Also, when relicensing your vehicle at a vehicle licence issuing Post Office® branch, if you do not have a licence renewal form (Section 11), you will need to present your Certificate. In addition, the Government recommends that the buyer checks the Certificate before buying a vehicle to ensure that the vehicle is from a legitimate source.

5. Q. I am selling/transferring my vehicle privately to someone that does not have a GB address. What do I need to do?

A. You should complete Sections 6 and 10 with new keeper's name and address details. You will need to ask the new keeper to complete the V5C with the date they intend to export the vehicle and to sign and date the declaration. You should then detach Section 11 only and pass the remainder of the V5C to the new keeper. You will then need to notify

DVLA in writing that you have disposed of the vehicle. The notification should contain the following details:

- Vehicle's Registration Mark
- Vehicle's Make and Model
- Date of transfer and
- Full name and address of the new keeper

You should return Section 11 and your letter to DVLA, Swansea, SA99 1BD

5b. Q. I am selling/transferring my vehicle privately to someone who does not have a GB address. What does the new keeper need to do?

- A.** The new keeper will need to complete Section 11 with the date they intend to export the vehicle and to sign and date the declaration. The new keeper should take the remainder of the V5C with them to aid re-registration in their home country.

6. Q. Why is my date of birth not shown on the Certificate?

- A.** To avoid fraudulent use of the information in the event of the Certificate being mislaid or stolen, an individual's date of birth is not displayed.

7. Q. We are a business. Whose date of birth should I enter on the Certificate?

- A.** If the vehicle is registered under the business name, a date of birth is not required.

8. Q. I am selling my vehicle to a motor trader who has requested the complete Certificate. What should I do?

- A.** The current keeper **must** return Section 9 to the DVLA to ensure that they are no longer shown as the registered keeper on the DVLA record. Give the Motor Trader the remainder of the Certificate.

9. Q. Why are the different languages printed on the front of the Certificate and what do they mean?

- A.** The European Directive which introduced the harmonised registration certificate requires "Registration Certificate" to be translated into the languages of the Member States.

10. Q. Under the vehicle details there is Date of first registration and Date of first registration in the UK. Why would there be two dates?

- A.** New vehicles registered from 1 June 2004, will show the date of first registration as the date the vehicle was first registered, anywhere in the world. The date of first registration in the UK is self-explanatory. The dates will match in this country, however they will differ if the vehicle was first registered outside the UK.

11. Q. What do I do if I want to sell/dispose of my accident-damaged vehicle and I am third party insured?

- A.** BY LAW you should inform us if you sell/dispose of a vehicle with significant unrepaired accident damage, covered by third party insurance.
- Return the Certificate to DVLA, Swansea, SA99 1BA.
 - Write a letter to accompany the Certificate giving the date of the accident, date of sale and name and address of the new keeper.
 - You should give the new keeper a bill of sale and Section 10.

Please Note

This booklet is designed specifically to provide guidance on the new registration certificate only.

DVLA Service Standards

DVLA aims at all times to give you the best possible service.

If you would like a copy of our Customer Service Guide (INS101) and/or our complaints procedures leaflet "If Things Go Wrong" (INS121) please let us know using the contact details shown in the "Summary" on page 15.

We invite you to tell us:

- When we do well
- When we fail to achieve our service standards
- How we may improve our services
- If you have any comments on this or any other DVLA document.

Please write to Mr Ian Broom, Customer Services Manager, DVLA, Swansea SA7 0EE, or fax on 01792 766416, or e-mail on csm.dvla@gtnet.gov.uk