

Please read these notes for guidance carefully.

A When to apply

You will need to apply for a duplicate vehicle licence (tax disc) if:

- your original disc has been lost, stolen, destroyed or spoilt in any way
- the colour has faded or the figures on it cannot be read

If you have the original disc, you must enclose it with this form. If the original comes into your possession at a later date you should return it to the DVLA local office which issued the duplicate.

Who is entitled to a duplicate?

- the registered keeper
- a keeper who has recently purchased the vehicle with a valid tax disc but has lost the disc (if you have not yet received the registration certificate see Section C).

B How do I apply?

You should complete this form and take or send your application to a **DVLA local office** along with your Registration Certificate V5C and the fee for the duplicate disc.

The address of your nearest local office can be found:

- on the website at 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.

C What if I do not have a Registration Certificate?

You should complete this form and also form V62 (Application for a Registration Certificate) (fee applicable) and take or send your application to a DVLA local office. Form V62 is available for download from www.direct.gov.uk/motoring or from all Post Office® branches and DVLA local offices.

If you have recently purchased the vehicle and you have the green New Keeper’s Supplement (V5C/2), you may use it in place of form V62. A V5C/2 can however, only be used for up to 2 months after you acquire a vehicle whilst you are waiting to receive a new Registration Certificate.

D How much will it cost?

The fee for a duplicate vehicle licence is £7.00 and is generally not refundable once the application is received at the DVLA local office. No fee is payable for vehicles licensed in a nil taxation class, or if the disc has been lost in the post, or has been damaged or the details become illegible (in either case it must accompany this application form) or the original disc is being held by the Police as evidence.

E How to pay

You can pay the fee by:

- cheque or postal order – made payable to “**DVLA Swansea**”. (Please do not postdate your cheque – we cannot accept it.)
- debit card

Do not send cash, blank postal orders or debit card details.

F When will I receive my duplicate vehicle licence?

Provided our records show that you are the current keeper and that the vehicle is currently licensed, the DVLA local office will issue a licence immediately. Otherwise the application will be held until the vehicle record has updated. However, if the local office is satisfied that a current licence has been purchased it may be possible to issue a temporary duplicate licence valid for up to 8 weeks. Once the records have updated a full duplicate will be issued.

Remember –

- display the duplicate licence on the vehicle
- duplicate licences are clearly marked “Duplicate”
- once a duplicate is issued the original is no longer valid

G Data Protection – Release of Information

Your details held on the vehicle register may be released in law and where exempted from the Data Protection Act’s non-disclosure provisions. For further information, please visit website www.direct.gov.uk/motoring

H Further information

Further information on vehicle registration and licensing is available on the website www.direct.gov.uk/motoring or in leaflet V100 available from all Post Office® branches and DVLA local offices.

Alternatively please contact Vehicles Customer Enquiries, DVLA, Swansea SA99 1AR. Tel. 0870 240 0010 between 8.00am and 8.30pm Monday to Friday and between 8.00am and 5.30pm on Saturday. **Note:** some calls will be monitored for quality and training purposes.

Fax: 0870 850 1285.

e-mail address: vehicles.dvla@gtnet.gov.uk

For customers with impaired hearing

Vehicles minicom: 01792 766426.

You cannot use this number with ordinary phones.

If you are not satisfied with the service you receive, please see leaflet INS121 ‘If things go wrong’, or INS101 ‘DVLA Customer Service Guide’ available from any of the sources listed in this section.

Please read the notes overleaf before you complete this application form.

Please do not write in the shaded areas.

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

Do not send your application to DVLA, Swansea

1 Vehicle licence disc details

Vehicle Registration Mark 2

Make _____ Tax Class _____

Date of expiry of the licence you wish to replace _____

2 Your details

Mr/Mrs/Miss/Ms _____

Company Name (if applicable) _____

Address _____

Town _____

Postcode 4
Your licence may be delayed if your postcode is not quoted

Full daytime telephone number _____

3 Declaration Making a false declaration is a criminal offence for which you could be fined or imprisoned

I declare that I am applying for a **duplicate vehicle licence disc** because the original vehicle licence: (Please tick the appropriate box)

- has been lost has been destroyed
- has been stolen has been stolen with the vehicle
- can no longer be used because
(say what is wrong with the licence and how it happened)

I undertake that I am entitled to a Duplicate Vehicle Licence.

I promise that if the original licence is recovered I will return it to the DVLA local office that issued the duplicate.

I understand that when a duplicate vehicle licence is applied for, the original is void and of no effect and must not be used.

I declare that the information I have given is true to the best of my knowledge.

Signature _____ **Date** _____

4 You must enclose

Please remember to enclose, with this application, the following:

- the fee for £7.00 (see note E overleaf),
- the current vehicle licence, if you still have it,
- the Vehicle Registration Certificate. If you do not have one please see note C overleaf.

Please return this application to your nearest DVLA local office (See note B overleaf).

For Official Use Only

3

Period

Emissions

cc

Weight/Band

Trailer Weight

Axle Configuration

Seating Capacity

5 (Fee)

Full Licence Serial No. 6

£ _____ Duty

Temporary Licence Serial No. _____

DVLA Local Office Stamp
