

## Confirming Your Name and Address

If you are registering your vehicle on form V55/4 or V55/5, after 1 January 2004, you will need to produce documentation confirming your name and address. The only exceptions are applications made with V765.

These checks have been introduced to ensure the keeper details provided at the time of registration are genuine, thereby preventing the fraudulent registration of vehicles.

## Documents Required

In order to license and register your vehicle you must provide, along with your application, your DVLA photocard driving licence. If you do not have one, you must produce one original document (not a copy) from both of the lists below.

### Documentation confirming your name

- Current DVLA paper driving licence
- UK/EU or foreign passport
- Marriage certificate
- Decree nisi/absolute
- Birth certificate

### Documentation confirming your address

- Utility Bill – gas, electricity, water, landline telephone\*
- Bank/Building Society statement\*
- Medical Card
- Council tax bill for current year

## Corporate/Fleet Company Applications

Applicants will have to provide two documents from the following list one of which must show current address:-

**The only evidence acceptable on its own will be a trade plate licence issued by DVLA (or trade plate licence number). This only applies when the application is submitted directly to a DVLA local office.**

- Companies House registration certificate (embossed)
- VAT registration certificate
- Company utility bill\*
- Company Council tax bill
- Bank/building society statement\*
- Certificate of company insurance
- Letter from Inland Revenue showing company details and tax reference number
- Company mortgage statement
- Property leasing agreement
- Solicitor's letter regarding conveyance of property
- Consumer credit licence

\*within the last 3 months and showing current address

Please produce the relevant identity documentation together with your V55/4 or V55/5 application, and the other documents required to license and register your vehicle, to your DVLA local office or Motor Dealer.

If you do not provide the document/s we ask for above, your application will be rejected.



## **Postal Applications**

Send the completed V55/4 or V55/5 application form to your DVLA local office, ensuring you include your document/s confirming your name and address, and the other documents required to license and register your vehicle e.g. Insurance Certificate, MOT Certificate, appropriate payment for the Vehicle Excise Licence etc. For the address of the nearest local office serving your postcode area, please call 08702 430444. It can also be found online at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) or in The Phone Book under “Driving and Vehicles (Vehicle Registration and Licensing)” and in our leaflet V100.

## **Returning Your Identity Documents**

In most cases your identity documents will be returned with your Vehicle Excise Licence. If you would like us to send your identity documents by special delivery post, please provide a prepaid, self-addressed, special-delivery envelope. We cannot guarantee to return your identity documents by a specific date or event (for example, a holiday).

## **Non Receipt of Identity Documents**

Unless you contact us within three months of the date you sent your application, we will not be able to carry out the necessary follow-up investigation both at DVLA local office and with Royal Mail. We will not be liable to any claim after the three-month period.

## **Further Information**

For further advice on completing application forms V55/4 or V55/5, please refer to booklet V355/4 or V355/5. Alternatively you may wish to contact your DVLA local office. For further information on Identity Checking please see the Directgov website at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)