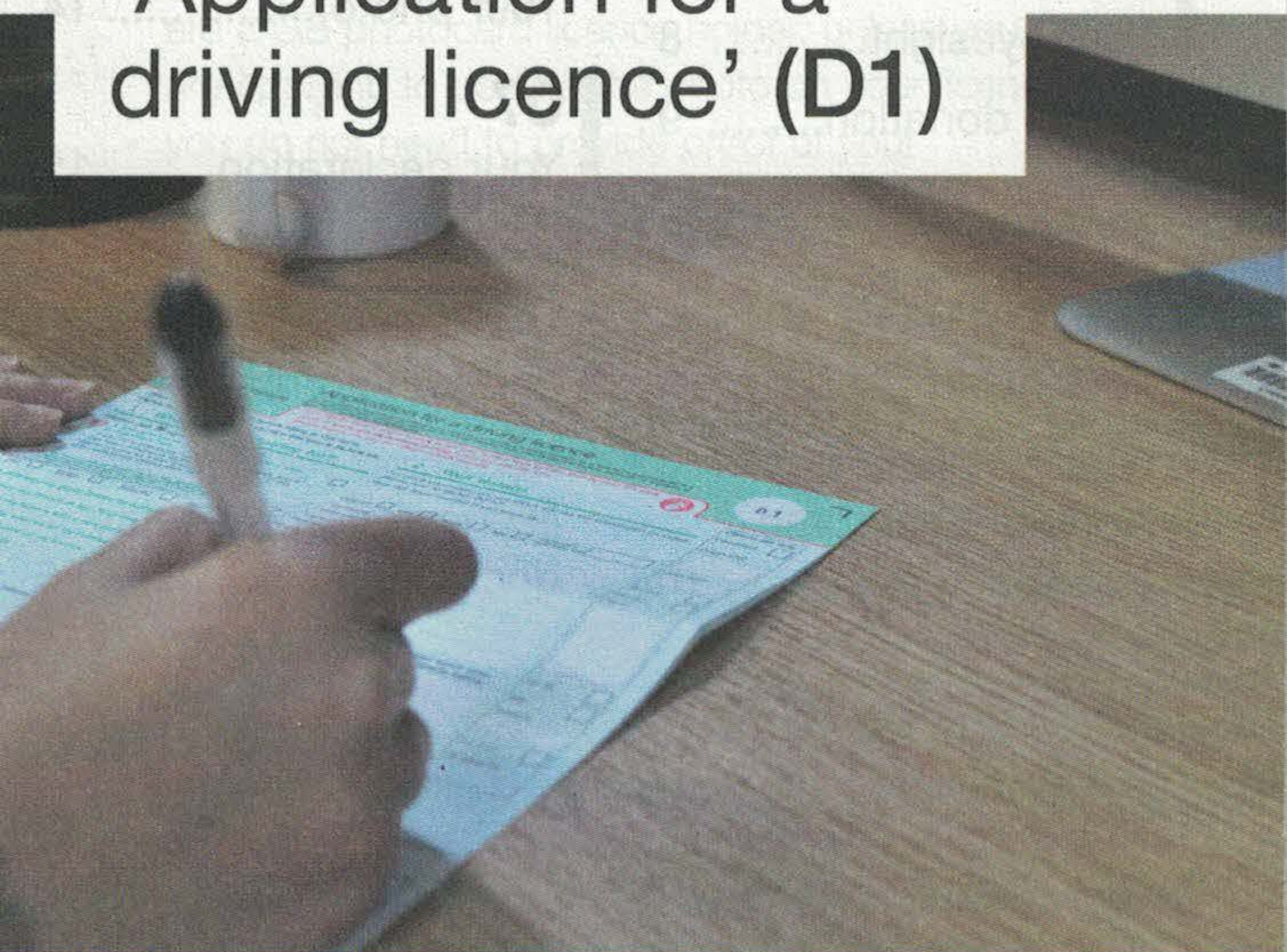




Driver & Vehicle
Licensing
Agency

Driver Services

How to fill in your 'Application for a driving licence' (D1)



Driving licences. Apply online.
It's secure, fast and easy.

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View driving licence

To view/share your driving licence entitlement and/or any endorsement you may have, you can use our online services **www.gov.uk/view-driving-licence**

Apply online

You can apply for many of the transactions online. Please see below list of available transactions:

www.gov.uk/apply-first-provisional-driving-licence

www.gov.uk/apply-online-to-replace-a-driving-licence

www.gov.uk/exchange-paper-driving-licence

www.gov.uk/renew-driving-licence-at-70

www.gov.uk/renew-driving-licence

www.gov.uk/change-address-driving-licence

Always ensure you use the official **GOV.UK** website.

Lorry or bus licences

If you currently hold or are applying for a lorry, bus or minibus licence you must fill in a D2 application form. You can get this from Post Office® branches that offer driver and vehicle services, or order it from www.gov.uk/dvlaforms

If you have a GB photocard licence (or Northern Ireland photocard valid from 1 April 1999 that you wish to exchange):

- you do not need to provide a new photo if you are a GB photocard licence holder, unless you are applying to update the photo on your licence
- you do not need to provide proof of your identity unless you let us know about a change of name.

If you have a GB paper licence:

- we now only issue photocard licences.
- you must provide a recent photo and proof of your identity.

01

What are you applying for?

A first provisional (learner) licence (with a view to passing a test)

Provisional licences allow you to learn to drive or ride from:

Age 17

- motorcycles (category A1)
- cars (category B).

Age 16

- agricultural tractors (category f)
- mowing machines (category k)
- mopeds (category AM and q)
- cars (category B) – because you are getting Personal Independence Payment (PIP) (mobility component)

at the enhanced rate, or have applied for PIP having previously received Disability Living Allowance (mobility component) at the higher rate.

Please note: at the time of your application, you must not be suspended from driving in any EU/EEA country.

You must not drive until you receive your licence, as this will give details of what and when you can start driving.

To replace my licence as it has been lost, stolen, defaced or destroyed

Please put ☒ in appropriate box. You must return a defaced licence.

- If you have lost your photocard licence, you can apply for a replacement photocard licence over the phone using a credit card or debit card, providing none of the details have changed or are incorrect. You can pay by Visa, Delta and Mastercard. To use this service, phone 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.
- If you need to replace your photocard or paper licence you can apply by post.

To exchange my paper licence for a photocard licence

You will need to provide proof of your identity (see section 5) and a photo (see section 6). You will need to return your paper licence with your application.

To renew my licence at age 70 or over

Your car licence will usually expire when you reach the age of 70. You can renew your car (category B) entitlement early (up to 90 days before its expiry date).

You must fill in form 'Application for Lorry, Bus or Minibus driving licence' (D2) and have a 'Medical Examination Report (D4) filled-in by a doctor:

- if you are 70 or over and want to continue driving a minibus (category D1) or a medium-sized vehicle (category C1), or

- if you are 70 or over and passed your car test before 1 January 1997 and want to keep your C1 and D1 implied entitlement.

You **must** also send us your current driving licence.

To renew my licence with a new photo

You must send a current photo of yourself (see section 6), the relevant fee and your photocard licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box.

You must return a defaced licence.

If you do not renew your licence and supply a photo you will be breaking the law. This may result in your entitlement to drive being revoked (you will not be allowed to drive). You may also have to pay a fine of up to £1,000.

To change my address on my licence

Please fill in your current and previous details in section 2 of the D1 application form. If you have a paper licence you must provide proof of identity (see section 5) and a photo (see section 6). You must also send us your driving licence.

If you have lost your driving licence you will need to apply for a replacement and pay the relevant fee.

To change my name and/or gender on my licence

If your name and/or gender has changed since you got your last licence

- put your current and previous details in section 2 of the D1 application form.
- provide proof of your change of name/gender, please see section 5 of this leaflet.

You must also send us your current driving licence.

If you have lost your licence, you will need to apply for a replacement and pay the relevant fee.

To renew my licence

Put a cross in the appropriate box for medical reasons, revocation or disqualification.

If disqualified in the UK enter the date and name of court you attended (if known).

To exchange my licence

You must return your current driving licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box.

- After passing a test.

Please enter the category or categories that you passed a test for.

Unless your examiner has notified us electronically you must send us the test pass certificate (DVSA10) to claim your full licence.

Note: You can exchange test passes from Gibraltar and Northern Ireland. **We will not accept any other test passes.**

- To add provisional motorcycle entitlement
- Remove expired 25kW motorcycle restriction.

Please put a cross in the appropriate box.

To exchange my Northern Ireland licence

You can find further information on www.gov.uk/browse/driving or from leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning 0300 790 6801.

You can continue to use your Northern Ireland licence here until it expires. Alternatively, you can exchange a full Northern Ireland licence or a provisional with a valid test pass certificate, for a GB licence. You will need to provide a current photo of yourself.

To exchange my non-UK licence for a GB licence

You can find further information on www.gov.uk/browse/driving or from leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning 0300 790 6801.

If you exchange your non-UK licence you must:

- send us your current one, we cannot return it to you.
- put the country of issue and country where you passed your driving test in the section 'to exchange my non-UK licence for a British one' in section 1 of the D1 application form.

At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

If you passed your test in Canada or New Zealand, you must provide proof that you passed a driving test in a vehicle with a manual gearbox, otherwise we will issue a licence that only allows you to drive automatic vehicles.
Licences issued in the Channel Islands and the Isle of Man. You can exchange these as long as they were issued after 1 April 1991.

Not all licences can be exchanged. If your driving test was not passed in the designated country that issued your current licence you may not be able to exchange.

02

Your details

Please fill in all the relevant parts of this section. If you don't it will delay us processing your application. The address on the licence must be a GB home address at which you can be contacted.

We do not accept PO Box addresses.

For further information on residency see section 8 of this booklet.

The full phone/mobile number and email address fields are optional. Where you provide these details we may use them to contact you about your application or your experience of this or other DVLA services.

We will not use these details for any other purpose. If you would prefer not to be contacted by phone/mobile or email, please do not provide these details.

03

Your eyesight

You must fill in this section, unless you are only applying to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed
- renew your licence with a new photo, or
- exchange your GB licence.

If you have to fill in the eyesight questions, then all eyesight questions will need to be filled in.

Please note: If you cannot meet the eyesight standards required for driving, you **must** notify DVLA, and you can use section 3 of your form to tell us.

Organ donation

You do not have to fill in this section. If you confirm that you want to donate your organs, we will contact the NHS Organ Donor Register and this will be indicated on your licence. For more information go to **www.organdonation.nhs.uk** or phone **0300 123 23 23**.

Organ donation is different in Wales. For more information visit **organdonation.nhs.uk/wales**

04

Your health

You must fill in this section, unless you only apply to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed
- renew your licence with a new photo, or
- exchange your GB licence.

Please note: If you have ever had, or currently suffer any of the medical conditions listed on the D1 application form and have not previously informed us, you must notify us. You can use section 4 of the application form to do this.

If you don't do this it could cost you a £1000 fine.

If you think you have a medical condition that could affect your fitness to drive, please get advice from your doctor or optician, or visit our website at

www.gov.uk/driving-medical-conditions

If you have declared a medical condition we may ask you to fill in a medical questionnaire, which are available online at **www.gov.uk/health-conditions-and-driving**

It will help us process your case quickly if you complete and return the questionnaire with your application.

Alternatively, we will send you one on receipt of your application.

Obstructive Sleep Apnoea Syndrome (OSAS)

OSAS is a condition which often goes undiagnosed. If it is not fully assessed and treated, this can cause sleepiness and other symptoms which can be a serious risk factor in road traffic accidents. For further details about how to recognise symptoms go to www.gov.uk/obstructive-sleep-apnoea-and-driving

05

Your proof of identity

Do not submit your application until you can provide the required identity documents.

Part A – valid UK passport holders only.

If you fill in your valid UK passport number you will not need to send your passport to DVLA. However, you will still need to provide a photo if this is your first photocard licence or if you wish to update your current photo.

Note: If your original valid UK passport was issued outside of the UK by an Embassy or Consulate, we will not be able to verify it with the HM Passport Office or if you **do not** have an original **valid** UK passport, **see Part B** for advice on what you need to send us.

Part B – Documents enclosed to prove your identity.

You must either provide original valid identity document(s) from the following list (you can't use the Post Office® document certification service), or if the original has been lost, obtain a replacement from the authority that issued the original.

If the document(s) you provide is not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

We will accept the following original valid documents:

- passport or travel document
- Biometric Residence Permit (BRP)

Note: if you have been issued with a BRP this **must** be enclosed when you apply for your first photocard licence

- EU/EEA Identity Card
- UK birth/adoption certificate, UK certificate of naturalisation/registration and **one other supporting identity document** from the list below as these are not absolute proof of identity.

Supporting documents:

- Your National Insurance (NI) card or a letter from the Department for Work and Pensions showing your NI number.

Note – The National Insurance Number cannot be a temporary number (usually starting with TN).

- original letter about a claim for state benefit
- P45, P60 or payslip
- marriage certificate/civil partnership certificate or divorce papers (decree nisi or decree absolute)
- student union card, education certificate, Young Scots card, citizen ID card or PASS
- Proof of age card (issued after June 2014)
- gender recognition certificate.

Note: If you were born in the UK and do not have your UK birth or adoption certificate, or the one you have does not show your full name or country of birth, contact your local register office.

- If you have reached State Pension age, you can provide originals of **one of the following:**
 - bank or building society statement, issued in the last three months, showing your pension payment
 - letter from the Department for Work and Pensions issued in the last 12 months confirming your eligibility for the State Pension and showing your NI number (BR2102, BR2103 and BR5899).

Document(s) to verify a change of name and/or gender

If your name and/or gender is different from that shown on your current driving licence you must provide proof of this change.

Photocard licence holders – you must provide identity document(s) showing a clear link between your current name and the name on your licence.

Paper licence holders – You must provide identity document(s) showing a clear link between your current name and all previous name(s). To show a clear link between your current name and **all previous name(s)**.

We will accept the following original documents:

- marriage or civil partnership certificate
- decree nisi or decree absolute (accompanied with either a UK birth/adoption certificate, UK certificate of naturalisation/registration or deed-poll declaration showing a clear link to your new name)
- any deed-poll or statutory declarations
- gender recognition certificate.

DVLA reserve the right to request additional identity documents if necessary.

A driving licence will only be issued when DVLA is satisfied an individual has provided sufficient evidence of his/her identity. Our checking procedures are in line with government policy in combating identity fraud.

Note: When submitting an identity document please note that it is an offence under Section 4 of the Identity Documents Act 2010 to be in possession of an identity document that is known to be false, improperly obtained or relates to somebody else. If found guilty under this section this can lead to up to 10 years imprisonment.

06

Signing a photo to verify identity (if necessary)

If you have entered your valid passport number (in Part A of the section headed 'Your proof of identity'), or if you are providing an original valid Passport, UK issued Travel Document, Biometric Residence Permit (BRP) or an EU/EEA Identity Card as proof of your identity, then you **do not** need someone suitable to sign the back of your photo.

All other identification enclosed will require someone suitable to sign the back of your photo.

The person signing the photo must:

- hold a valid GB photocard driving licence and be resident in the UK
- know you personally
- not be a relative, and
- not be a person living at the same address.

Examples of suitable professions include:

- local business people or shopkeepers
- librarians
- professionally qualified people (for example, lawyers, teachers or engineers)
- police officers
- bank or building society staff
- civil servants
- ministers of religion
- magistrates, or
- local councillors, Members of Parliament, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

If they have retired please state their former profession for example retired schoolteacher.

As part of our work we will check the details provided by the person who signs your photo are genuine. This will include checking their driver record to confirm their identity. We will ask you to provide another application if we are not satisfied with your choice of countersignatory.

Please make sure that the person who signs your photo knows that we will carry out checks.

You do not need someone to sign your photo if you are renewing your licence with a new photo.

Your photo

Your photo must meet the standards below otherwise your application will be returned to you.

The photo must be:

- recent, a true likeness of you and of your full head
- in colour, against a light grey or cream background
- clear, in sharp focus, free from 'redeye' and have no shadow in it
- free from any reflection or glare from glasses, and
- in good condition, not damaged, creased, torn or marked.

You must:

- face forward and look straight into the camera with your eyes open and nothing covering your face
- look natural with no facial expressions e.g. grinning or frowning
- have nothing covering your eyes e.g. hair or glasses frame
- not wear sunglasses or tinted glasses, and
- not wear a hat or cover your head unless for medical or religious reasons.

Your head should not fill the area of the photo or be too small to be seen. The photo is 45mm tall and your head should fill an area of between 29mm and 34mm. An example of this would be a standard passport style photo.

07

Your declaration

You must read the declaration and sign the form in black ink, making sure that your signature is completely within the white area. **Your application will be returned to you if you do not sign the form or if the signature is outside the white box.**

General information

Data protection

DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.

08

Further information

Important

You can only get a GB driving licence if you are normally resident in the United Kingdom.

To be normally resident you must usually live in the United Kingdom for 185 days in each calendar year. Applicants who are not UK citizens or nationals of another European Union (EU) or European Economic Areas (EEA) country will need

to provide evidence of their residency status and will not be considered normally resident if they:

- do not have leave to remain in the UK, or
- are in the country on a temporary basis without leave to remain, either while awaiting a decision to stay in the UK, or following a decision refusing such an application.

Returning your driving licence and/or identity documents

- We will send your licence and identity documents separately.
- We cannot guarantee to return your identity documents by a set date.

We will return your identity documents by second class post, however we cannot take responsibility or provide compensation for any loss or delayed return of your documents if returned via this method. We recommend you enclose a stamped self-addressed special delivery or signed for envelope with your application. Keep a note of its reference number as you will need to use the track and trace service if you do not get your identity documents back within two weeks of receiving your photocard licence.

Tax it or lose it

**We can always
spot an untaxed car.**

Tax now at **gov.uk/vehicletax**