



Use BLACK INK and CAPITAL LETTERS when filling in this form.

### 1 What are you asking for? See note B over the page and put 'X' in one of the boxes below.

A. The name and address of the registered keeper at a specific date – the fee is £2.50. (Fill in all the sections below)

Note: you can also make a request for more than one vehicle for Option A only. The fee is £2.50 per vehicle. (Fill in sections 2, 4, 5 and 7 and see note B over the page)

B. A full vehicle history – the fee is £5. (Fill in all the sections below)

### 2 Company details and résumé (See note B over the page)

Company name:

Other trading name(s) (if applicable):

Address (not PO Box addresses):

Postcode:

Contact phone number (in case we need to get in touch with you):

Email address:

Date company was established:

Type of company:

Name of regulatory body (if applicable):

Data protection registration number: Expiry date:

Companies house number (if applicable):

Your reference number (if applicable):

### 3 Details of the vehicle you want information about (See note B over the page)

Vehicle Registration Number:

Make/Model:

### 4 What information do you want and why? (See note B over the page)

### 5 How are you going to use the information? (See note B over the page)

### 6 Details to support your request

If the vehicle in section 3 was involved in an incident, give the details below.

Date of incident:

You can only use the information you have requested in relation to the incident on the date you have given above.

### 7 Declaration

I declare that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 5. I am aware that, under Section 55 of the Data Protection Act 1998, it is an offence to unlawfully procure or sell personal information.

Full name:

Position in company:

Signature:

Date:



CUSTOMER SERVICE EXCELLENCE



An Agency within the Department of the

Environment

[www.doeni.gov.uk](http://www.doeni.gov.uk)

## **A** Important information

- We have a duty under the Data Protection Act 1998 to protect personal information. However, Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002, provides for the release of information where a person shows reasonable cause to want it.
- It is a criminal offence under Section 55 of the Data Protection Act 1998 to unlawfully procure or sell personal information. The maximum penalty is a fine not exceeding £5000.
- We will carry out the necessary checks to make sure the information you have provided is correct.
- We or an agent acting on our behalf must upon request have access to your company's operational areas to check your processing methods. Your company must make available any files and records that we ask for so that we can make sure that the information is only used for the purposes for which it has been requested.
- If you have chosen option A in section 1, the registered keeper of the vehicle(s) you are requesting information about may be provided with a copy of this request if they ask for it.

## **B** How to fill in the form

### Section 1 – What are you asking for?

You should choose either option A or B – you cannot choose both.

#### Option A

##### Multiple requests

You can make a request for information for more than one vehicle, as long as the reasons given in sections 4 and 5 are the same for all vehicles. You do not need to fill in sections 3 and 6. You can send with this form, a list of up to 15 vehicles per sheet on company headed paper. For each vehicle you must give us the Vehicle Registration Number, make and model, the date of incident and your reference number.

Applicants who require electronic access to data will need to apply for 'Approved Conditional Access' (ACA) status, be a member of an Accredited Trade Association, or a regulatory body and have signed up to their code of practice.

#### Option B

If you want to make more than one request for information, you will need to fill in a separate V888/2 form for each request.

If you are asking on behalf of another company, you must provide a written statement from that company authorising you to do so.

### Section 2 – Company details and résumé

Give all the details asked for.

#### Type of company

You must tell us what type of company you run, for example, an insurance company, finance company, solicitors and so on. You also need to tell us if your company specialises in one area, for example, personal injury claims and if your company is local, national or international.

### Section 3 – Details of the vehicle you want information about

Give all the details asked for. If you cannot give all these details, we may not be able to process your request. You do not need to fill in this section if you are making multiple requests – see note B, section 1 for information on multiple requests.

### Section 4 – What information do you want and why?

If you chose **option A** in section 1, you need to describe in section 4 the situation that has led to you wanting the name and address of the registered keeper of the vehicle in section 3, and how the vehicle was directly involved in the situation. If you are making a request for information on more than one vehicle, the information you give in section 4 must apply to every vehicle.

If you chose **option B** in section 1, you need to tell us in section 4 what information you want and why. It would help us, where appropriate, if you could give specific dates. You can continue on a separate sheet if necessary.

### Section 5 – How are you going to use the information?

To consider your request, we need as much detail as you are able to provide in section 5 about how you are going to use the information.

If you are making a request for information on more than one vehicle, the information you give in section 5 must apply to every vehicle.

You can continue on a separate sheet if necessary.

The information you ask for should only be used in a fair and responsible way and for the purpose for which it is requested.

If we see a legitimate complaint about information obtained unlawfully we will pass it to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

### Section 6 – Details to support your request

Give all the details asked for. If you cannot give all these details, we may not be able to process your request.

You do not need to fill in this section if you are making multiple requests – see note B, section 1 for information on multiple requests.

If the vehicle has been involved in more than one incident you will need to make a separate request for each incident.

### Section 7 – Declaration

You must sign and date the declaration, otherwise we will reject your request for information.

## **C** How to pay and where to send your request

Cheques and postal orders should be made payable to 'Driver & Vehicle Agency'. Please do not send cash.

**Send this form with any additional documents and the appropriate fee to:**

DVA  
Vehicle Enquiries Section  
Castlerock Road  
Coleraine  
Co. Londonderry  
BT51 3TA.

## **D** Further information

You can find further details on the release of information from our records on our website [www.dvani.gov.uk](http://www.dvani.gov.uk)