

A Who can apply?

You can get a duplicate tax disc if:

- you are the registered keeper of the vehicle and have a Registration Certificate (V5C(NI)) in your name; or
- you have recently bought the vehicle which had a current tax disc **and** you have the New keeper's details section (V5C/2(NI)).

B How and where do you apply

If you are the registered keeper you should fill in this form and take it with your V5C(NI) and the fee of £7 (if applicable, see note C) to your nearest DVA local office or post it to DVA, County Hall, Castlerock Road, Coleraine BT51 3TA. If you do not have a V5C(NI) you will need to take or send an 'Application for a vehicle registration certificate' (V34(NI)) and pay the appropriate fee.

If you have recently bought the vehicle and you do not have a V5C(NI) you will need to take or send:

- your V5C/2(NI); and
- a filled-in V34(NI) (you do not need to pay the fee asked for on the V34(NI) form).

You can find the address of your nearest DVA local office:

- on the website at www.dvani.gov.uk or
- by phoning 0845 402 4000

DVA local offices are open between 9.15am and 4pm, Monday to Friday (with the exception to the 3rd Tuesday in every month when they will not open until 10am. This is for staff training).

C How much will it cost?

The fee for a duplicate tax disc is £7 and cannot usually be refunded once the application is received at the DVA local office.

There is no fee for a duplicate tax disc if:

- the vehicle is taxed in an exempt tax class (for example, historic vehicles or vehicles of disabled drivers);
- the tax disc has been lost in the post when it was sent to you by DVA;
- the tax disc has been damaged or the details could not be read when you received it from DVA or the Post Office® (in either case you must return it with this application form);
- the original tax disc is being held by the police as evidence;
- the vehicle is stolen and recovered but the tax disc is missing; or
- DVA rejected your application for a refund of vehicle tax when it was sent in with the tax disc. The reject letter must be included with this application.

D How to pay

You can pay the fee in the following ways:

At a DVA local office

- You can use a debit card, cash, cheque or postal order, payable to DVA.

By Post

- You can use a cheque or postal order, payable to DVA.

Do not send cash, debit card details, blank cheques or blank postal orders through the post.

E When will you receive your duplicate tax disc?

If our records show that you are the registered keeper and that the vehicle is currently taxed, the DVA local office will issue a duplicate tax disc immediately.

Otherwise we will hold your application until our vehicle record has been updated. Once our records have been updated, a full duplicate tax disc will be issued.

F Data protection – releasing information

We will store your details on our vehicle register. We can release these details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.dvani.gov.uk

G Further information

You can get more information on taxing a vehicle from the website at www.dvani.gov.uk

You can also contact DVA, Vehicle Enquiry Section on:

Phone: 0845 402 4000

E-mail: dvlni@doeni.gov.uk

Fax: (028) 7034 1422

Phone lines are open between 9am and 5pm Monday to Friday. If you are deaf or hard of hearing and have a textphone, call (028) 7034 1351. (This number will not respond to ordinary phones.)

If you are not satisfied with the service you receive from us, please see our leaflet 'Customer Services Guide' (INF101(NI)). You can get this from www.dvani.gov.uk, any Local Vehicle Licensing Office or by contacting Vehicle Enquiry Section on 0845 402 4000.



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