

DVLNI Local Offices

Local offices are open 9.15am to 4.00pm (with exception to the 3rd Tuesday in every month when they will not open until 10am. This is for staff training). (Telephone numbers can be found in the Telephone Directory under Government Offices).

ARMAGH	Dobbin Centre, Dobbin Lane, Armagh BT61 7QP
BALLYMENA	County Hall, Galgorm Road, Ballymena BT42 1QE
BELFAST	1 Cromac Avenue, Ormeau Road, Belfast BT7 2JA
COLERAINE	County Hall, Castlerock Road, Coleraine BT51 3TA
DOWNPATRICK	Rathkeltair House, Market Street, Downpatrick BT30 6AT
ENNISKILLEN	County Buildings, East Bridge Street, Enniskillen BT74 7BN
LONDONDERRY	Orchard House, 40 Foyle Street, Londonderry BT48 6AT
OMAGH	Boaz House, 15 Scarffe's Entry, Omagh BT78 1JE

Please Note: All general enquiries should be made to DVLNI Headquarters at the address below.

DVLNI,
County Hall,
Castlerock Road,
Coleraine
BT51 3TA

Telephone: 0845 402 4000

International Tel: +44 120 477 0768

Fax: 028 7034 1422

Minicom: 028 7034 1351

All Local Office Addresses are correct at the time of going to print.



V526(NI)

Taking a Vehicle out of the country

For more information go to: www.dvlni.gov.uk



An Agency within the Department of the

Environment

www.doeni.gov.uk



2/07

CUSTOMER SERVICE EXCELLENCE

Definitions

- Driver and Vehicle Licensing Northern Ireland holds records for all vehicles registered in Northern Ireland.
- This leaflet tells you what to do when taking a vehicle out of Northern Ireland.

Using a Registration Certificate (V5C(NI)) to take a vehicle out of the country

More than 12 months – this is regarded as permanent export

Before you go you must complete Section 11 (V5C/4(NI)) of the Registration Certificate (V5C(NI)) by entering the date on which you intend to export the vehicle and signing and dating this Section. Notes are printed on the reverse of Section 11 and instructions are printed in the Guidance Notes (INS160(NI)) to help you. This Section must then be detached from the rest of the Certificate and returned to DVLNI, Coleraine BT51 3TA. You may discard Sections 9 and 10.

Sections 1 to 8 must be kept and taken with you when you take the vehicle out of the country. The registration authority in your destination will require these sections for re-registration purposes.

Less than 12 months

If you intend to take your vehicle out of the country for less than 12 months then you do not need to complete Section 11 (V5C/4(NI)) of the Registration Certificate (V5C(NI)). You must take the whole certificate with you.

If you do not have a Registration Certificate (V5C(NI)) and you wish to take the vehicle out of the country

More than 12 months – this is regarded as permanent export

Note: If you do not have a V5C(NI) you will not be able to notify DVLNI that you intend to export your vehicle, you will need to apply for a V5C(NI). Please see “How do I apply for a Registration Certificate?” below.

If you have recently acquired the vehicle and hold the green New Keepers Supplement (V5C/2(NI)) you will need to wait until you receive a V5C(NI) before you can notify DVLNI of its export. On receipt, please see the section “Using a Registration Certificate to take a vehicle out of the country” for further advice.

Note: If you have not received your Registration Certificate 6 weeks after acquiring the vehicle, please contact DVLNI on 0845 402 4000 or International Tel: +44 120 477 0768.

How do I apply for a Registration Certificate V5C(NI)?

If you do not have a V5C(NI) or V5C/2(NI) you will need to apply for a Registration Certificate by completing form V34(NI) (fee applicable). A V34(NI) is available for download from **www.dvlni.gov.uk** and at selected Post Office® branches, alternatively if you have previously had a V5C(NI) for your vehicle in your name, and there is no change in vehicle or personal details, you may apply for a duplicate V5C(NI) (fee applicable) over the phone. To use this service please contact DVLNI on 028 7034 1514.

Less than 12 months

If you do not have a Registration Certificate you should apply for a Registration Certificate (please see “How do I apply for a Registration Certificate” above).

If your trip abroad is imminent, i.e. you are travelling in less than 6 weeks, you should contact your nearest DVLNI local office for advice about obtaining a Temporary Registration Certificate (see overleaf for contact details).

Taking a newly registered vehicle abroad

If you intend to take a new vehicle out of the country within a few weeks of registering it you should mention this to the registering motor trader or DVLNI local office at the time of registration. A Temporary Registration Certificate (V379(NI)) will then be issued to cover you while you are driving abroad. The name and address of your nearest DVLNI local office can be found on the back page of this leaflet.

General Information

If your vehicle is temporarily taken out of the country but remains registered in NI, you must ensure that it is licensed for the duration of your stay abroad.

If you need to relicence your vehicle before or while you are abroad, you should apply by post on form V10(NI) (you can get one from **www.dvlni.gov.uk** or selected Post Office® branches before you leave) with an accompanying letter of explanation. It should be sent to DVLNI, Postal Licensing Section, County Hall, Castlerock Road, Coleraine BT51 3TA up to two calendar months before the licence should start. Please give an address where the licence should be sent (an address abroad if applicable) – but you must enter your Northern Ireland address on the V10(NI). Please note that a foreign MOT certificate is not acceptable for a Northern Ireland vehicle licence application.

Points to remember

- Check that you are properly insured. Ask your insurance company if you are in any doubt. Always carry evidence of insurance with you when driving abroad.
- You will also need to fix a Nationality sticker to the rear of your vehicle unless you are displaying the new Euro plate and travelling within the EU.
- The Automobile Association (AA) or the Royal Automobile Club (RAC) will help you with any other queries about taking a vehicle abroad.
- Please ensure that all the vehicle details match the paperwork before the vehicle leaves the country e.g. Body Type, chassis number, engine number etc. as details cannot be amended after the vehicle has left the country.

Please Note that if you have a registration mark you would like to retain, allocated to your vehicle, you should secure entitlement to this registration mark prior to exporting the vehicle. This can be done by transferring the number in advance of the vehicle leaving NI. Vehicles that are no longer in NI do not qualify to participate in the cherished transfer scheme.