



Driver and Vehicle Licensing Northern Ireland



Changes to the details shown on a Registration Book/Certificate

Please read these notes for guidance carefully – This form cannot be used to tax your vehicle.



INVESTOR IN PEOPLE

Use this form to tell DVLNI that:

- you are the new keeper; or
- you have changed your name or address; or
- there are changes to any of the vehicle details printed on the Registration Book/Certificate.

Vehicle Changes

If any change to the vehicle alters the amount of vehicle excise duty payable, and the licence (tax) disc is still current, you will need to apply for an exchange licence using form V17(NI) "Application to exchange a vehicle licence disc".

*Decrease in Cylinder Capacity (cc).

Documentary evidence detailing engine number/capacity must be produced for a decrease to 1549cc or below for vehicles in PLG and exempt tax classes (classes which may be licensed PLG in the future). Evidence can be a receipt of purchase for the replacement engine, written evidence from the manufacturer/ insurance company, or a garage if the change took place prior to the purchase. If you increase the engine size documentary evidence is not required.

*Change of Propulsion (Fuel) Type

Change of propulsion (fuel) type for vehicles registered on or after 1st March 2001, requires written details from the garage that carried out the conversion if the change results in the vehicle becoming subject to a lower rate of duty.

Vehicle Identity Check (VIC)

If we have been notified that your vehicle has been written off due to accident damage, a Registration Certificate V5C(NI) may not be issued for that vehicle until Driver & Vehicle Testing Agency inform us that it has passed a Vehicle Identity Check (VIC).

V100(NI) provides information on the registration and licensing of your vehicle.

V108(NI) provides information on rates of duty for Vehicle Licences.

V149(NI) provides information on rates of Vehicle Excise Duty.

For further information, application forms etc. please contact:-

DVLNI, Vehicle Enquiry Section, Telephone 0845 402 4000 or Fax (028) 7034 1422 between 9.00 a.m. – 5.00 p.m. Mon. to Fri. or contact any Local Vehicle Licensing Office (addresses and telephone numbers listed below). Hearing impaired Minicom users can telephone on (028) 7034 1351. All calls are charged at Local Rate. You can also visit our website on: www.dvlni.gov.uk or you can e-mail us at: dvlni@doeni.gov.uk

Where to apply

Send the completed application to:
**Driver & Vehicle Licensing Northern Ireland
Vehicle Changes Section
County Hall
Castlerock Road
Coleraine BT51 3TA**

NOTE: Change of vehicle details can only be processed at DVLNI Headquarters, County Hall, Castlerock Road, Coleraine BT51 3TA.

Postage must be paid on the envelope or DVLNI can refuse to accept it. Please allow 15 days for the return of the vehicle registration book (every effort will be made to return your book sooner than this).

Don't Forget

You will need to enclose your Registration Book/Certificate with this application. If you have lost the Registration Book/Certificate or the previous keeper did not give you the book with the vehicle, you will need to complete and return form V34(NI) – "Application for a duplicate vehicle registration book" with this form (£19 fee applicable).

YOU CAN LEAVE YOUR APPLICATION AT ANY OF THE FOLLOWING OFFICES AND THEY WILL PASS IT TO DVLNI HEADQUARTERS FOR PROCESSING.

Opening hours are: Mon. – Fri. 9.15 a.m. – 4.00 p.m. except 3rd Tues. of each month 10.00 a.m. – 4.00 p.m.

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| Armagh | Dobbin Centre, Dobbin Lane, Armagh BT61 7QP | Telephone (028) 3752 7305 |
| Ballymena | County Hall, Galgorm Road, Ballymena BT42 1QE | Telephone (028) 2565 3333 |
| Belfast | 1 Cromac Avenue, Ormeau Road, Belfast BT7 2JA | Telephone (028) 9054 2042 |
| Coleraine | County Hall, Castlerock Road, Coleraine BT51 3TA | Telephone (028) 7034 1461 |
| Downpatrick | Rathkeltair House, Market Street, Downpatrick BT30 6AT | Telephone (028) 4461 2211 |
| Enniskillen | County Buildings, East Bridge Street, Enniskillen BT74 7BN | Telephone (028) 6634 6555 |
| Londonderry | Orchard House, 40 Foyle Street, Londonderry BT48 6AT | Telephone (028) 7131 9900 |
| Omagh | Boaz House, 15 Scarffe's Entry, Omagh BT78 1JE | Telephone (028) 8225 4700 |

The information provided on this form was correct at the time of printing.

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