



Licensing and Registering Your Vehicle Using a V55/4 or V55/5

INF148(NI)

For more information go to www.dvani.gov.uk

Confirming Your Name and Address

If you are registering your vehicle on form V55/4 or V55/5, after 1 January 2004, you will need to produce documentation confirming your name and address.

These checks have been introduced to ensure the keeper details provided at the time of registration are genuine, thereby preventing the fraudulent registration of vehicles.

Documents Required

In order to license and register your vehicle you **must** provide, along with your application, your DVA photocard driving licence. If you do not have one, you must produce one original document (not a copy) from both of the lists below.

Documentation confirming your name

- Current driving licence
- Current Passport
- Marriage Certificate
- Decree nisi/absolute
- Birth Certificate

Documentation confirming your address

- Utility Bill – Gas, electricity, water, landline telephone*
- Bank/Building Society statement*
- Medical Card
- Rates bill/Rent book

Corporate/Fleet Company Applications

Applicants will have to provide two documents from the following list one which must show the current address:-

The only evidence acceptable on its own will be a trade plate licence issued by DVA (or trade plate licence number). This only applies when the application is submitted directly to a DVA local office.

- Companies House Registration Certificate (embossed)
- VAT Registration Certificate
- Company utility bill*
- Company Rates bill
- Bank/building society statement*
- Certificate of company insurance
- Letter from HM Revenue & Customs showing company details and tax reference number
- Company mortgage statement
- Property leasing agreement
- Solicitor's letter regarding conveyance of property
- Customer credit licence

*within the last 3 months and showing current address

Please produce the relevant identity documentation with your V55/4 or V55/5 application, and the other documents required to license and register your vehicle, to your DVA local office or Motor Dealer.

If you do not provide the document/s we ask for above, your application will be rejected.



An Agency within the Department of the

Environment

www.doeni.gov.uk



Postal Applications

Send the completed V55/4 or V55/5 application form to your DVA local office, ensuring you include your document/s confirming your name and address, and the other documents required to license and register your vehicle e.g. Insurance Certificate, MOT Certificate, appropriate payment for the Vehicle Excise Licence etc. The address of your nearest local office can be found in The Telephone Directory under Government Offices, or on our website www.dvni.gov.uk

Returning Your Identity Documents

In most cases your identity documentation will be returned with your Vehicle Excise Licence. If you would like us to send your identity documents by special delivery post, please provide a prepaid, self addressed, special delivery envelope. We cannot guarantee to return your identity documents by a specific date or event (for example, a holiday).

Non Receipt of Identity Documents

Unless you contact us within three months of the date you sent your application, we will not be able to carry out the necessary follow-up investigation both at the DVA local office and with Royal Mail. We will not be liable to any claim after the three month period.

Further Information

For further advice on completing application forms V55/4 or V55/5, please refer to booklet V355/4 or V355/5. Alternatively you may wish to contact your DVA local office. For further information on Identity Checking please see the DVA website at www.dvni.gov.uk