



Driver & Vehicle Agency

Application Form for Vehicle Registration Certificate V5C(NI)

V34(NI)

Please read these notes for guidance carefully.

A When can I use this form?

You should use this form to obtain a Vehicle Registration Certificate V5C(NI) e.g. if the original has been lost, stolen, defaced or destroyed, or you have recently acquired the vehicle but did not receive the Registration Certificate. Alternatively if you have previously had a Registration Certificate V5C(NI) for your vehicle in your name, and there is no change in vehicle or personal details, you may apply for a duplicate over the phone. To use this service contact DVA (028) 7034 1514.

B How to complete this form

This form should only be completed in the name of the person or company keeping the vehicle.

Please remember:-

- No initials – Please provide your full name
- No joint names, e.g. husband and wife, father and son etc.
- No PO Box addresses for applications in an individual's name. PO Boxes are only acceptable for applications registered in a company name with a full postal address.

Applications received with these details may delay the issue of your Registration Certificate.

C How much will it cost?

The fee for this application is £25 (correct at the time of printing). Please make cheques or postal orders payable to DVA. DO NOT SEND CASH OR BLANK POSTAL ORDERS TO DVA. If paying by telephone you must have available a switch, delta or credit card.

D Exemptions from the fee

There are two exemptions from the fee for this application. These are:

- If you are the new keeper and the previous keeper has failed to notify DVA of the change. You must be in possession of the valid Section 10 New Keeper Supplement from the V5C(NI) Registration Certificate and this should be sent to DVA with this application form, or
- The £25 fee is not required if the vehicle has been categorised as 'C' salvage (repairable but repair costs exceeded the vehicle value) by the insurance company. However, the £25 fee must be paid if the vehicle has been categorised as A, B or D. (A=Scrap only, B=Break for spare parts only and D=Repairable). DVA will carry out checks to ensure that the vehicle criteria are met. Further information about the categorisation of vehicles is available from the insurance company. DVA is unable to divulge this information.

E Where do I send this application?

Please send your application to DVA, County Hall, Castlerock Road, Coleraine BT51 3TA. You may also leave your application at any of our Local Offices. If you also need to license the vehicle see note G.

F When will I receive the Registration Certificate?

Within 2 weeks if you are already recorded as the registered keeper. Within 4 weeks where there is a change of keeper. However, please allow 6 weeks before making enquiries.

Note: The address on the Registration Certificate will be the Royal Mail preferred format and may not be identical to that given on your application.

G What if I also need to license my vehicle?

If you are already recorded as the registered keeper of the vehicle but have lost the Registration Certificate – you may use this form to support a V10(NI), V12(NI) licensing application at a DVA Local Office.

If you do so and you have changed your name and/or address you will need to present proof of identity with your licensing application. Acceptable evidence is a current driving licence, original bank/building society statement, or a recent utility bill. If your name has changed acceptable evidence is a marriage certificate, decree nisi/absolute or deed poll.

H What if I also need to make a Statutory Off Road Notification (SORN) declaration?

If you are the keeper of the vehicle you must either relicense the vehicle or make a Statutory Off Road Notification (SORN) declaration. This is a legal requirement and only the keeper of the vehicle can make the declaration. Failure to do so could result in legal proceedings being taken against you. To make a SORN declaration you must complete the form V15(NI) which is available from:-

- DVA Vehicle Enquiry Section (see section I for details)
- DVA website: www.dvani.gov.uk
- DVA Local Offices

I Further information

For further information, application forms etc. please contact:- DVA, Vehicle Enquiry Section, Telephone 0845 402 4000, International Tel: +44 120 477 0768 or Fax (028) 7034 1422 between 9.00am – 5.00pm Mon. to Fri. or contact any Local Vehicle Licensing Office (addresses and telephone numbers can be found in the Telephone Directory under Government Offices). Hearing impaired Minicom users can telephone on (028) 7034 1351. All calls are charged at Local Rate. Basic information can be obtained on the vehicle enquiry number outside office hours. You can also visit our website on www.dvani.gov.uk or you can e-mail us at: dvlni@doeni.gov.uk If you are not satisfied with the service you have received, please request our leaflet titled Customer Feedback, or our Customer Service Guide.

V100(NI)

Our booklet V100(NI) provides information on Registering and Licensing your vehicle and can be obtained by contacting DVA. (Details above).

Please note – If you are posting your application, postage must be paid on the envelope or DVA can refuse to accept it.

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



An Agency within the Department of the

Environment

www.doeni.gov.uk



You must read the guidance notes on the reverse of this form

- Please:**
- do not write in this area or in the Official Use area
 - write clearly in **BLACK INK** using **CAPITAL LETTERS**
 - provide all the details below
 - provide details of any changes to your vehicle, if applicable

1 Vehicle Details

Registration mark

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 Check digit

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Make of vehicle _____
(e.g. Ford, Vauxhall, etc)

Model / type of vehicle _____
(e.g. Focus, Vectra etc)

Colour or colours of vehicle _____

Taxation class of vehicle _____
(e.g. Private/Light Goods, Petrol Car, HGV, Bicycle etc)

Chassis, Frame or VIN number _____
(usually shown on a plate near the engine)

2 Name and Address of Vehicle Keeper

(Please tick box or give title below)

† Unincorporated bodies
If registration is in business or association name, please give full name of person responsible for vehicle

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>					
Other title or † Business Name										
Forename(s) (in full)										
Surname										
Address										
Post town										
Postcode <small>Your certificate may be delayed if the postcode is not quoted</small>										
Date of birth				Driver Licence No.						
Daytime telephone number										
<small>You do not have to provide a telephone number but doing so may help us to quickly resolve any problems with your application.</small>										

3 Acquisition Details

Have you had a Registration Certificate for this vehicle in YOUR name?

Please tick the appropriate box

Yes No If **NO** write the date you acquired the vehicle in this box

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IF YOU ARE THE NEW KEEPER DO YOU WANT YOUR NAME ON THE DUPLICATE CERTIFICATE? Yes No

4 Declaration

***£25 fee payable**

I declare that the Registration Certificate: *(Please tick one box)*

- was signed by me to notify acquisition but I have not received a replacement
- was not given to me by the previous keeper of this vehicle
- has been lost, stolen or damaged whilst in my possession
- cannot be produced for other reasons

I undertake to return the Registration Certificate if it is found, or given to me by the previous keeper, to DVA, County Hall, Castlerock Road, Coleraine, BT51 3TA.

I declare that I have checked the information given on this application and that to the best of my knowledge it is correct and that the vehicle is licensed or is to be licensed in accordance with the tax class shown above. **(Making a false declaration is a criminal offence for which you could be fined and imprisoned).**

* I enclose/do not enclose the payment of £ _____ (£25 at the time of printing).

The fee does not need to be paid if you can meet the criteria below. For further information see Note D overleaf.

- I am the new keeper and have the New Keepers Supplement (Valid Section 10 V5C/2(NI)) from the Registration Certificate. (This **MUST** be attached to this application form).
- The last Registration Certificate was destroyed by the insurance company because the vehicle is categorised as "C" salvage and requires a VIC Test.

Signature _____ Date _____

Please check overleaf what you should now do with this form.	Mileage (to last complete mile) <small>(You are not legally required to provide mileage information but doing so may help to combat mileage fraud)</small>
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The information provided on this form may be made available to other Departments/Agencies for the purpose of the prevention of crime

Official Use Only V34(NI)

8/11

Reg. Mark

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Check Digit

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Date V7R Sent

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Date of Issue

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Changes Notified

K	A	N	VP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DUP V5C(NI) Issued

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Method of Payment

Cash <input type="checkbox"/>	VLS <input type="checkbox"/>
PO <input type="checkbox"/>	Sw <input type="checkbox"/>
Chq <input type="checkbox"/>	Del <input type="checkbox"/>

Examined by

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Mail Room Date Stamp

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Office Date Stamp

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