



Request by an individual for information about a vehicle

Please read the notes over the page before you fill in this form

For more information go to www.gov.uk/request-information-from-dvla



Use BLACK INK and CAPITAL LETTERS when filling in this form.

1 What are you asking for? See note B over the page and put 'X' in one of the boxes below.

A. The name and address of the registered keeper of a vehicle at a specific date – **the fee is £2.50.** (Fill in all the sections below)

B. Information about a vehicle that was previously registered, or is registered in your name – **the fee is £5.** (Fill in sections 2, 3, 4, 5 and 7)

2 Your details (see note B over the page)

First name: _____

Surname: _____

House No: _____

Address: _____

Postcode:

Your phone number (in case we need to get in touch with you):

Email address: _____

Please supply a valid email address as we may need to contact you.

3 Details of the vehicle you want information about (see note B over the page)

Vehicle Registration Number:

Make and Model: _____

Colour: _____

4 What information do you want and why? (see note B over the page)

Please continue on a separate sheet if necessary.

5 How are you going to use the information? (see note B over the page)

Please continue on a separate sheet if necessary.

6 Details to support your request (see note B over the page)

If the vehicle in section 3 was involved in an incident, please provide photo of damage, copy of invoice for repairs and give details below.

Date of incident:

Address of incident: _____

If your vehicle was also involved in the incident, give us your:

Vehicle Registration Number:

Was there damage or injury to:

Put 'X' in the boxes that apply.

A: You **B:** Your vehicle **C:** Your property

Give the details of injury or damage below.

If the police were informed, give the following information:

Incident No: _____

Officer's No: _____

Police Station: _____

If there was a witness, give their name and address below.

If you have informed your Insurers, give the name and address of your Insurer/Broker.

Your policy No: _____

Did you ask your Insurer to trace the vehicle? Yes No

7 Declaration

I declare that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 5. I am aware that, under Section 55 of the Data Protection Act 1998, it is an offence to unlawfully procure or sell personal information.

Title: Mr Mrs Miss Ms

Full name: _____

Signature: _____

Date: _____

A Important information you should read before filling in the form

- We have a duty under the Data Protection Act 1998 to protect personal information.
However, Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002, provides for the release of information where a person shows reasonable cause to want it.
- It is a criminal offence under Section 55 of the Data Protection Act 1998 to unlawfully procure or sell personal information. The maximum penalty is a fine not exceeding £5000.
- We will carry out the necessary checks to make sure the information you have provided is correct.
- If you have chosen option A in section 1, the registered keeper of the vehicle in section 3 may be provided with a copy of this request if they ask for it.

Note: You will need to provide proof of your address with your application. If you do not provide a copy of one of the documents from the list below we will not be able to deal with your application and will return it to you.

Documents to confirm your address:

- a gas, electricity, water or landline phone bill issued in the last three months, or
- a bank or building society statement issued in the last three months.

B How to fill in the form

Section 1 – What are you asking for?

You should choose either option A or B – you cannot choose both. If you want to make more than one request for information, you will need to fill in a separate V888 form for each request.

If you are asking on behalf of someone else, you must provide a written statement from that person authorising you to do so.

Section 2 – Your details

Give all the details asked for. Please remember to provide proof of your address (see note in section A above).

If you are asking about a vehicle previously registered in your name, and your name and/or address have changed since you were the registered keeper, please give the previous details below.

Section 3 – Details of the vehicle you want information about

Give all the details asked for. If you cannot give all these details, we may not be able to process your request.

Section 4 – What information do you want and why?

If you chose **option A** in section 1, describe the situation that has led to you wanting the name and address of the registered keeper of the vehicle in section 3, and how the vehicle was directly involved in the situation.

If you chose **option B** in section 1, tell us what information you want and why. It would help us, where appropriate, if you could give specific dates.

You can continue on a separate sheet if necessary.

Section 5 – How are you going to use the information?

To consider your request, we need as much detail as you are able to give about how you are going to use the information. You can continue on a separate sheet if necessary.

The information you ask for should only be requested if it is used in a fair and responsible way and for the purpose for which it is requested.

Any legitimate complaints that are received about information obtained unlawfully will be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

Section 6 – Details to support your request

You should only fill in this section if you chose option A in section 1, and if the vehicle in section 3 was involved in an incident.

You should include as much supporting evidence as possible including, for example, copies of estimates for repairs for a damaged vehicle. If the vehicle is abandoned, please provide a photograph. Photographs must be a full view of the vehicle abandoned and not just the number plate.

We may reject your request, if you do not give us sufficient information about the incident.

Note: if you are making a request because of damage to a vehicle, you must be the registered keeper of that vehicle, or have a written statement from the registered keeper of that vehicle authorising you to make the request.

Section 7 – Declaration

You must sign and date the declaration, otherwise we will reject your request for information.

C How to pay and where to send your request

Cheques and postal orders should be made payable to 'DVLA, Swansea'. Please do not send cash.

Send this form with any additional documents and the appropriate fee to:

Vehicle Record Enquiries, DVLA, Swansea SA99 1AJ.

D Further information

You can find further details and the latest guidance on the release of information from our records on our website www.gov.uk/request-information-from-dvla

Find out about DVLA's online services at www.gov.uk/browse/driving

Buying a vehicle?

From 1 October 2014 the tax is no longer transferable so you must tax it before you use it.

www.gov.uk/dvla/nomoretaxdisc

