

## 1 What are you applying for?

Please put  in only one of the following boxes.

a) a first digital tachograph card and I have a GB photocard driving licence – now only fill in sections 2 and 4 and then send your application to DVLA, Swansea SA99 1ST with a fee of £38.

b) to change my name/address on my digital tachograph card – please do not return your digital tachograph card.

- **GB photocard driving licence holders** – If your address has not been updated on your licence you must return your photocard and paper counterpart to us with this application so we can update your driver record with your new details. If you have already updated your address, you do not need to send us your licence. If you have changed your name or you have lost either part of your driving licence, you must fill in an 'Application for a driving licence' (D1) and return it with this application form. **Now fill in sections 2, 3 and 4 and then send your application to DVLA, Swansea SA99 1ST.**
- **GB paper driving licence holders** – you must fill in an 'Application for a driving licence' (D1) and return it with your driving licence and this application form. **Now fill in sections 2, 3 and 4 and then send your application to DVLA, Swansea SA99 1ST.**
- **EC/EEA driving licence holders** – do not send your driving licence to us. **To change address only – now fill in sections 2, 3 and 4 and then send your application to DVLA, Swansea SA99 1ST.** If you are changing your name and address you will need to fill in 'Application for a digital tachograph driver card' (D777B) which you can get from us by phoning 0300 790 6109 or from DVLA local offices, VOSA testing stations and to order from [www.businesslink.gov.uk/transport](http://www.businesslink.gov.uk/transport)

You can get a D1 application form from Post Office® branches, DVLA local offices and direct from us or order from [www.direct.gov.uk/motoringforms](http://www.direct.gov.uk/motoringforms)

c) a replacement digital tachograph card as my previous one has been (see important note D over the page):

lost  stolen

Please give the date your card was lost or stolen  DD  MM  YYYY

**Now fill in sections 2, 3 and 4 and then send your application to DVLA, Swansea SA99 1AZ with a fee of £19.**

d) a replacement digital tachograph card as my previous one has been (see important note D over the page):

malfunctioning  damaged

**If your card is malfunctioning or has been damaged you must return it with this application. A fee of £19 is required for damaged cards. Now fill in section 2 and 4 and then send your application to DVLA, Swansea SA99 1AZ.**

e) to renew my digital tachograph card because (see important note D over the page):

it is due to expire/has expired  (Please return your EC/EEA licence)

it has been suspended/withdrawn   
(we will check with VOSA before we issue a new card)

**Now fill in section 2 and 4 and then send your application to DVLA, Swansea SA99 1BZ with a fee of £19 for expired cards or £38 if your card has been withdrawn or suspended.**

### Your checklist

I enclose: The correct fee of:

Do not send cash

Cheque or postal order number:

My last digital tachograph driver card – if this applies:

My GB driving licence – if this applies:

My EC/EEA driving licence – if this applies:

I have nominated a collection point – if this applies:

Evidence that I live in the UK – if this applies:

I have signed the form

## 2 Your details

Your GB digital tachograph card number (if you know it):

Your GB driver number (if you know it):

Title: Mr  Mrs  Miss  Ms  Other (for example, Dr)

Surname:

First names:

Date of birth:  DD  MM  YYYY

Full current address (no PO Box addresses)

House No.

Postcode

If any of the details above have changed since your last tachograph driver card was issued please give the previous details below. See section 1 part b.

Have you lived in the UK for more than 185 days in the last 12 months? Yes  No

If no, you must provide proof of your UK address, see important note E over the page for the types of evidence we accept.

If possible, please provide a daytime phone number where we can contact you if there is a problem with your application.

Full daytime phone number:

## 3 Collecting your card

Please nominate a DVLA local office or VOSA testing station to collect your card.

DVLA local office

VOSA testing station

When your card is ready for you to collect, we will write to you to let you know. You can find the address of your nearest DVLA local office at [www.direct.gov.uk/dvlocal](http://www.direct.gov.uk/dvlocal) or by phoning 0300 123 1277. To find the address of your nearest VOSA testing station, go to [www.businesslink.gov.uk/vosateteststations](http://www.businesslink.gov.uk/vosateteststations) or phone 0300 123 9000.

## 4 Your declaration

**We will not accept this application unless you sign below.**

I declare that the details on this form are correct and understand that it is a criminal offence if I, or anyone else, makes a false declaration to get a digital tachograph driver card and can lead to a fine of up to £5000, and/or a maximum of two years imprisonment.

Signature:

Date:  DD  MM  YYYY

# Important Notes

## A Digital tachograph card fees and where to send your application

Please send your application to DVLA, Swansea, using the correct postcode and enclose the correct fee (if applicable).

Card type – Driver Card	Fee	Postcode
First Driver Card Application	£ 38.00	SA99 1ST
Change of name and/or address on an existing digital tachograph driver card	Free	SA99 1ST
Replacement Card Your original card has been lost, stolen or damaged	£ 19.00	SA99 1AZ
Malfunctioning Card Your card is not working properly	Free	SA99 1AZ
Renewal Your present card is due for renewal or has expired	£ 19.00	SA99 1BZ
Your present card has been withdrawn or suspended	£ 38.00	SA99 1BZ

### How to pay

By post to DVLA, Swansea

- You can use a cheque or postal order, payable to 'DVLA, Swansea'. We do not accept post-dated cheques.

**DO NOT SEND CASH OR BLANK POSTAL ORDERS TO DVLA.**

At DVLA local offices

- DVLA local offices also accept cash, cheques, credit cards and debit cards.

Please write your digital tachograph driver card number, GB driver number or your full name, address and date of birth on the back of the cheque or postal order.

## B When will you receive your digital tachograph driver card?

First time applicants will receive their driver card within 15 working days from the day we receive your application. It might take longer if we have to check your personal details. If your card does not arrive in this time, you can contact us in any of the following ways:

- phone **0300 790 6109** between 8am and 8.30pm, Monday to Friday, and 8am and 5pm on Saturdays
- to email us go to [www.direct.gov.uk/emaildvla](http://www.direct.gov.uk/emaildvla)
- write to Driver Customer Services (DCS), Correspondence Team, DVLA, Swansea SA6 7JL or
- fax us on **0300 123 0784** (or **+44 1792 786369** from abroad)
- if you are deaf or hard of hearing and have a textphone, phone **0300 123 1278**.

You will need to give your digital tachograph driver number, your GB driving licence number or your full name and date of birth.

## C Driving without a digital tachograph driver card

You must tell us immediately if your card is lost, stolen, damaged or is malfunctioning. You should phone us on 0300 790 6109.

You must apply for a replacement card within 7 days.

You can **only** drive without a card for up to 15 calendar days (or longer if it is necessary for the vehicle to return to its premises), as long as you can prove that you could not use the card during this period. **During this time you must keep records using Vehicle Unit (VU) Printouts.**

You cannot drive if your card has expired.

For full conditions about driving without a card go to [www.businesslink.gov.uk/transport](http://www.businesslink.gov.uk/transport) or phone VOSA on 0300 123 9000.

## D Card information

### Replacement

If your card has been lost or stolen, you (or someone else acting on your behalf) must apply for a replacement card within seven days. You should either fill in this form or if there are no changes to your details phone 0300 790 6109 (between 8am and 8.30pm Monday to Friday, and between 8am to 5.30pm on Saturdays). We only accept payments by Visa, Mastercard, Maestro or Delta over the phone. We will issue a replacement driver card within 5 working days of receiving a valid application.

### Malfunctioning and damaged cards

If your card is damaged or malfunctioning, you should apply for a replacement within seven days, returning your malfunctioning or damaged card to us. Before you do this, try it in another Vehicle Unit (VU) to make sure it is the card, not the VU, that is not working properly. Check the VU manual to make sure that it is a card error. If your card is malfunctioning and you do not return it, we will treat it as being lost and you will have to pay a fee for a replacement.

You will have to pay for a replacement if the card is lost, stolen or has been damaged. You should attempt to download data from your card before returning it to DVLA.

### Renewing your card

You will need to ensure that you apply for a renewal at least 15 working days before your driver card expires and the ability to record information is lost. Once the card expires it can only be used to display, print or download the data held on it. Expired cards do not need to be returned and should be kept for 28 days after expiry. Data must be downloaded from expired cards before they are disposed of.

You as the driver are responsible for ensuring that your digital tachograph driver card is renewed prior to the expiry of the existing card.

### Collecting your card

You must make sure that the information has been downloaded from your old card before you hand it in to your nominated DVLA local office or VOSA testing station. When you collect your card you will have to hand in your previous card. If you don't, you will have to apply for a replacement and pay a fee.

## E Proof of your UK address

We cannot issue you with a digital tachograph driver card unless you normally live in the UK.

If you have lived in the UK for less than 185 days in the last 12 months, you must provide proof of your UK address.

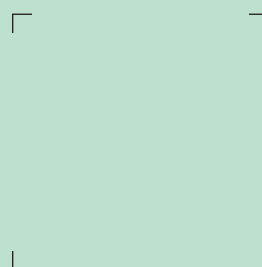
We accept the following types of evidence:

- tenancy agreement
- a gas, electricity, water or phone bill issued within the last three months
- a bank statement dated within the last three months
- a tax code notice from HM Revenue & Customs
- a letter from your employer/employment agency
- a work permit.

You must provide at least two of these documents as proof.

### OFFICIAL USE ONLY

Date stamp



Information contained on this form and the digital tachograph driver record to which it relates may be passed to other Government organisations, law enforcement agencies and EU/EEA Card Issuing/Enforcement Authorities. This would be for the purpose of checking your application and for the prevention or detection of crime.