



Driver & Vehicle
Licensing
Agency

Save time,
apply online!



How to fill in your Application for a driving licence (D1)

For more information or to apply online go to
www.gov.uk/browse/driving



Driving licences

Apply **online**
it's secure, fast and easy.

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Please note that for confidentiality reasons, it is not possible to release driver numbers or personal details from your driving record via email replies.

Apply online:

You can now apply for many of the transactions online. Wherever you see this icon,  you can apply online at the website address given. Always ensure you use the official GOV.UK website.

Lorry or bus licences

If you currently hold or are applying for a lorry, bus or minibus licence you must fill in a D2 application form. You can order this form by visiting the website at www.gov.uk/dvlaforms

Important

You can only get a GB driving licence if you are normally resident in the United Kingdom.

To be normally resident you must usually live in the United Kingdom for 185 days in each calendar year. Applicants who are not UK citizens or nationals of another EU or EEA country will need to provide evidence of their residency status and will not be considered normally resident if they:

- do not have leave to remain in the UK, or
- are in the country on a temporary basis without leave to remain, either while awaiting a decision to stay in the UK, or following a decision refusing such an application.

If you have a GB photocard licence (or Northern Ireland photocard valid from 1 April 1999 that you wish to exchange):

- You do not need to provide a new photo if you are a GB photocard licence holder unless you are applying to update the photo on your licence.
- You do not need to provide proof of your identity unless you are letting us know about a change of name.

If you have a GB paper licence:

- We now only issue photocard licences.
- You must provide a recent photo and proof of your identity.

Section 1 – What are you applying for?

A first provisional (learner) licence (with a view to passing a test)

 www.gov.uk/apply-first-provisional-driving-licence

All provisional licences allow you to learn to drive or ride:

Minimum age 17

- motorcycles (category A)
- cars (category B).

Minimum age 16

- agricultural tractors (category f)
- mowing machines (category k)
- mopeds (category AM and q)
- cars (category B – because I am getting Personal Independence Payment (PIP) (mobility component) at the enhanced rate, or have applied for PIP having previously received Disability Living Allowance (mobility component) at the higher rate).

You must not drive until you receive your licence, as this will give details of what and when you can start driving.

To replace my licence as it has been lost, stolen, defaced or destroyed

 www.gov.uk/apply-online-to-replace-a-driving-licence

If you have lost either or both parts of your photocard licence, you can apply for a replacement photocard licence over the phone using a credit or debit card, providing none of the details have changed or are incorrect. You can pay by Visa, Delta and Mastercard. To use this service, phone **0300 790 6801** between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

If you need to replace either part of your photocard licence you can apply by post. Paper licence holders **must** apply by post. You must return a defaced licence.

To exchange my paper licence for a photocard licence

 www.gov.uk/exchange-paper-driving-licence

You will need to provide proof of your identity (see section 5) and a photo (see section 6). You will need to return your paper licence with your application.

To renew my licence at age 70 or over

 www.gov.uk/renew-driving-licence-at-70

Your car licence will usually expire when you reach the age of 70. You can surrender your licence and renew your car (category B) entitlement early (up to 90 days before your 70th birthday).

Please note the following:

- If you are 70 or over and wish to continue driving a minibus (category D1) or a medium-sized vehicle (category C1), or
- If you are 70 or over and passed your car test prior to 1 January 1997 and wish to keep your C1 and D1 implied entitlement;

You must fill in form 'Application for Lorry, Bus or Minibus driving licence' (D2) and have a 'Medical Examination Report' (D4) filled-in by a doctor:

You must also send us your current paper driving licence or if you have a photocard licence, return both the photocard and paper counterpart.

To renew my licence with a new photo

 www.gov.uk/renew-driving-licence

You **must** send a current photo of yourself (see section 6), the relevant fee and both your photocard licence and paper counterpart. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box. You must return a defaced licence.

It is a legal requirement to keep your photocard driving licence up to date. **If you fail to do this it could cost you a £1000 fine.** You will need to supply a new photo when doing this, unless you hold a medical driving licence, or were aged 60 or over when your last licence was issued. In these cases we will contact you when your photo needs to be updated.

To change my address on my licence

 www.gov.uk/change-address-driving-licence

If you hold a paper driving licence please fill in your current and previous details in section 2 of the D1. You will need to provide your paper driving licence, proof of identity (see section 5) and a photo (see section 6).

If you have a photocard licence, write your new address in the changes section on the paper counterpart. You **must** send us both the counterpart and photocard.

If you have lost your paper licence or either part of your photocard licence you will need to apply for a replacement photocard licence and pay the relevant fee.

To change my name and/or gender on my licence

If your name and/or gender has changed since you got your last licence, put your current and previous details in section 2 of the D1. You will need to provide proof of your name change, please see section 5 of this leaflet.

You **must** also send us your current paper driving licence or if you have a photocard licence, return both the photocard and the paper counterpart. **If you have lost either part of your photocard licence or your paper licence, you will need to apply for a replacement photocard licence and pay the relevant fee.**

To renew my licence

Put a cross in the appropriate box whether it is for medical reasons, revocation or disqualification. If disqualified in the UK enter the date and name of court you attended (if known).

To exchange my licence

You **must** return your current driving licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box.

- **After passing a test.**

Please enter the category or categories that you passed a test for.

Once you have passed a test you **must** send the test pass certificate (D10) to us in order to claim your full licence, unless your examiner has notified us electronically.

Note: You can exchange test passes from Gibraltar and Northern Ireland.

We will not accept any other test passes.

- **To remove expired endorsement details.**

Please put a cross in the appropriate box.

Please note that any expired endorsements will be removed automatically if applying for any other transaction.

- **To add provisional motorcycle entitlement or remove expired 25kW motorcycle restriction.**

Please put a cross in the appropriate box.

To exchange my Northern Ireland licence

For further information please refer to booklet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38).

You will need to provide a current photo of yourself.

You can exchange a full Northern Ireland licence or a provisional with a valid test pass certificate, for a GB licence. Alternatively you can continue to use your Northern Ireland licence here until it expires.

To exchange my non-UK licence for a GB licence

If you exchange your non-UK licence you must send us your current one. We cannot return it to you.

If you are applying to exchange a licence from another country you **MUST** put the country of issue and country where you passed your driving test in the section 'to exchange my non-UK licence for a British one' in section 1 of the D1 application form.

At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

You can exchange a full driving licence issued within the European Union (EU) or European Economic Area (EEA) for the equivalent GB licence.

If you passed your test in Canada, you must provide proof that you passed a driving test in a vehicle with a manual gearbox, otherwise we will issue a licence that only allows you to drive automatic vehicles.

You can exchange licences issued in the Channel Islands and the Isle of Man as long as they were issued after 1 April 1991.

Not all licences can be exchanged. If your driving test was not passed in the designated country that issued your current licence you may not be able to exchange.

Further information can be found from **www.gov.uk/browse/driving** or from leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning **0300 790 6801**.

Section 2 – Your details

Please fill in the relevant parts of this section.

The address on the licence must be a GB home address at which you can be contacted. **We do not accept PO Box addresses.** For information on residency see page 3 of this booklet.

Please provide a contact phone number or email address (or both). We will not use these details for any other purpose other than to contact you if required.

Section 3 – Your eyesight

You must fill in this section, unless you are only applying to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed
- renew your licence with a new photo, or
- exchange your GB licence.

However, if you can no longer meet the eyesight standards required, you must notify us and can use section 3 of your application form to do so.

Organ donation

You do not have to fill in this section. If you confirm that you want to donate your organs, we will contact the NHS Organ Donor Register and this will be indicated on your licence. For more information go to **www.organdonation.nhs.uk** or phone **0300 123 23 23**.

Section 4 – Your health

You must fill in this section, unless you are only applying to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed
- renew your licence with a new photo, or
- exchange your GB licence.

However, if you have developed any of the medical conditions listed on the D1 application form, you must

notify us and can use section 4 of the application form to do so.

If you think you have a medical condition that could affect your fitness to drive, please get advice from your doctor or optician, or visit our website at **www.gov.uk/driving-medical-conditions**

If you have declared a medical condition we will ask you to fill in a medical questionnaire which is available to download online from **www.gov.uk/health-conditions-and-driving** and can be sent in with your application. Alternatively, a questionnaire will be sent to you after we receive your application.

You **must** tell us if you have ever had, or currently suffer from any of the listed medical conditions. If you fail to do this it could cost you a £1000 fine.

Section 5 – Your proof of identity

Part A – UK passport holders only.

If you are giving your permission for us to contact Her Majesty's Passport Office (HM Passport Office) please enter your valid UK passport number and sign the declaration in this section. **Do not send us your valid UK passport. However, you will still need to provide a photo if this is your first photocard licence or if you wish to update your current photo.**

Note: If your UK passport was issued outside of the UK by an Embassy or Consulate, we will not be able to verify it with the HM Passport Office. You must enclose identification document(s) listed in Part B of section 5 on the D1 application form.

If you **do not** have a valid **UK passport** or you do not give us permission to contact the HM Passport Office, **see Part B below** for advice on what you need to send us.

Part B – Documents enclosed to prove your identity.

You must provide original identity document(s) from the list over the page. If the original has been lost, you will need to obtain a replacement from the authority that issued the original.

We will not accept photocopies or laminated documents.

If the document(s) you provide are not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

We will accept the following current documents:

- a passport or travel document
- a Biometric Residence Permit (BRP), or
- an EU/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office).

If you are sending one of the above documents, you must provide a recent photo of yourself but you do not need to have your photo signed and you do not need to have the section 'Signing a photo to verify identity' filled in by someone suitable.

- **A UK birth or adoption certificate and one other supporting identity document**

If you were born in the UK and do not have your UK birth or adoption certificate, or the one you have does not show your full name or country of birth, contact your local register office.

Note – a birth or adoption certificate is not absolute proof of your identity, you must also send one of the following documents:

- Your **National Insurance (NI) card** or a **letter** from the Department for Work and Pensions showing your NI number.
- A **photocopy** of the **front page** of a **benefits book** or an **original letter** about a claim for state benefit.
- A P45, P60 or payslip.
- A **marriage certificate** or **divorce papers** (decree nisi or decree absolute).
- A **student union card** or **school record**.

Note – The National Insurance Number cannot be a temporary number (usually starting with TN).

- **If you have reached State Pension age**, you can provide originals of one of the following:
 - A bank or building society statement, issued in the last three months, showing your pension payment.
 - A letter from the Department for Work and Pensions confirming your eligibility for the State Pension and showing your NI number.
- **UK Certificate of Naturalisation.**

Document(s) to verify a change of name and/or gender

If your name and/or gender is different from that shown on your current driving licence you must provide proof of this change.

We will accept:

- a marriage or civil partnership certificate
- a decree nisi or decree absolute (accompanied with either a **UK** birth certificate or deed-poll declaration showing a clear link to your new name)
- any deed-poll declarations.

Photocard licence holders – If your name is different to that shown on your photocard driving licence you must provide identity document(s) showing a clear link between your current name and the name on your licence.

Paper licence holders – If your name is different from that shown on your paper driving licence the identity document(s) you provide will need to show a clear link between your current name and **all previous name(s)**.

DVLA reserve the right to request additional identity documents if necessary.

Note: When submitting an identity document please note that it is an offence under Section 4 of the Identity Documents Act 2010 to be in possession of an identity document that is known to be false, improperly obtained or relates to somebody else. **If found guilty under this section this can lead to up to 10 years imprisonment.**

Returning your driving licence and/or identity documents

- We will send your licence and identity documents separately.
- We cannot guarantee to return your identity documents by a set date.
- If you would like us to return your identity documents by special/recorded delivery, please include a stamped self-addressed special/recorded envelope. Keep a note of the reference number.
- If you sent your application direct to us and you do not get your identity documents back within two weeks of receiving your photocard licence, please phone DVLA Customer Enquiries on **0300 790 6801**.

Note: unless you contact us within two months of the date you sent your application, it will be difficult for us and Royal Mail to carry out the necessary investigation.

We no longer send out plastic wallets with photocard driving licences. We cannot return old plastic wallets we have received.

Section 6 – Signing a photo to verify identity (if necessary)

If you have agreed to us verifying your identity with HM Passport Office or are providing an up to date Passport, Travel Document, Biometric Residence Permit (BRP) or an EU/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office) as proof of your identity, then you **do not** need someone suitable to sign the back of your photo.

All other identification enclosed will require someone suitable to sign the back of your photo.

The person signing the photo must:

- know you personally
- not be a relative, and
- not be a person living at the same address.

Suitable people include:

- local business people or shopkeepers
- librarians
- professionally qualified people (for example, lawyers, teachers or engineers)
- police officers
- bank or building society staff
- civil servants
- ministers of religion
- magistrates, or
- local councillors, Members of Parliament, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

We will make checks on people who sign photocard driving licence applications.

You do not need someone to sign your photo if you are renewing your licence with a new photo.

Your photo

Your photo must keep to the photo standards otherwise your application will be returned to you.

The photo must be:

- recent, a true likeness of you and of your full head
- in colour, against a light grey or cream background
- clear, in sharp focus, free from 'redeye' and have no shadow in it
- free from any reflection or glare from glasses, and
- in good condition, not damaged, creased, torn or marked.

You must:

- face forward and look straight into the camera with your eyes open and nothing covering your face
- look natural with no facial expressions e.g. grinning or frowning
- have nothing covering your eyes e.g. hair or glasses frame
- not wear sunglasses or tinted glasses, and
- not wear a hat or cover your head unless for medical or religious reasons.

Your head should not fill the area of the photo or be too small to be seen. The photo is 45mm tall and your head should fill an area of between 29mm and 34mm. An example of this would be a standard passport style photo.

Section 7 – Your declaration

You **must** read the declaration and sign the form in black ink, making sure that your signature is completely within the white area. Your application will be returned to you if you do not sign the form or if the signature is outside the white box.

General information

Data protection

DVLA processes personal information in accordance with the requirements of the Data Protection Act 1998 and associated legislation. The information on the driving record may be shared with Government organisation and law enforcement agencies, in and outside the UK for crime purposes research or where there is a legal power to do so. Third parties may check driving entitlement with your consent.

Notes

Save time – Do it online!

- **Driving licences** – update, replace or renew your driving licence online
- **Personalised registrations** – buy a registration number and benefit from our after sales service
- **Vehicle tax** – tax your vehicle or make a Statutory Off Road Notification (SORN).

For more information on all DVLA's online services visit:

www.gov.uk/browse/driving

