

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

For more information go to www.direct.gov.uk/driving



Contents

Filling in the form

Section 1 – What are you applying for?	4
Section 2 – Your details	7
Section 3 – Your eyesight	7
– Organ donation	7
Section 4 – Your health	7
Section 5 – Your proof of identity	8
Section 6 – Signing a photo to verify identity (if necessary)	10
– Your photo	11
Section 7 – Your declaration	12

General information

Lorry or bus licences	12
Licences from other countries	12
Premium Checking Service at the Post Office®	13
Premium Checking Service at DVLA local offices	14
Plastic wallets	15
Returning your identity documents	15

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

Important

You can only get a full GB driving licence if you normally live in Great Britain.

A full driving licence means a licence which:

- a) is not a provisional or training licence;
- b) permits the holder to drive a class of vehicles anywhere in the European Community (EC) or European Economic Area (EEA).

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 proof of your identity unless you are letting us know about a change of name.
- GB licence holders do not need to provide a new photo unless the photo on the licence is due to be renewed or you choose to do so.
- If you are a GB licence holder you can change your photo when applying for a new driving licence and your new photo will then be valid for a new ten-year period. It may be possible to do this at no extra cost, saving you a further renewal fee when your current photo expires. See note F 'Driving licence fees and where to send your application' on the D1 application form.

If you have a GB paper licence:

- We now only issue photocard licences.
- If you do not have a photocard licence, you must provide a 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)

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

- motorcycles (category A);
- cars (category B);
- agricultural tractors (category F);
- mowing machines (category K); and
- mopeds (category P).

To drive a car at 16 because I am getting Disability Living Allowance (mobility component) at the higher rate

Your licence will allow you to learn to drive cars, agricultural tractors, mowing machines and mopeds from age 16. You can start to learn to ride a motorcycle from age 17.

To change my name or address on my licence

If your name or address (or both) has changed since you got your last licence, give your new and old details in section 2 of the D1. You will need to provide proof of your name change – see section 5 on the D1 for details.

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

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

If the details on the photocard licence have not changed and both parts have been lost or stolen, you can apply for a replacement by phoning **0870 240 0009** between 8am and 8.30pm Monday to Friday, or between 8am and 5.30pm on Saturdays. We accept payment by Visa, MasterCard, Maestro or Delta.

You must return a defaced licence.

Important – if you find or get your old licence back after asking us for a replacement, the old licence will no longer be valid and you must return it with an explanatory note to:

DVLA

Swansea

SA99 1AB.

To exchange my paper licence for a photocard licence

You will need to provide proof of your identity and a photo (details are given in section 5 on the D1).

To renew my licence at age 70 or over

If you are 70 or over and you want to continue to drive a minibus (but not as part of a business of carrying passengers) or medium-sized vehicles (this is a vehicle that weighs between 3500kg and 7500kg), you need to fill in form 'Application for Lorry, Bus or Minibus driving licence' (D2) and have a 'Medical Examination Report' (D4) form filled-in by a doctor.

To renew the photo on my licence

You need to send in a current photo of yourself (see page 11 for photo requirements), the fee and also your old photocard licence and paper counterpart. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box under 'To replace my licence' in section 1 of the D1.

To renew my licence

Put a cross in the appropriate box and give the details the form asks for.

To exchange my licence after passing a test

Put a cross in the appropriate box and give the details the form asks for.

You must claim your full licence within two years of passing your test.

If you don't get your full licence in time, you will need to take both the theory and practical tests again.

You must return your current provisional licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box under 'To replace my licence' in section 1 of the D1.

To exchange my Northern Ireland licence for a GB licence

You will need to provide a current photo of yourself.

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

To exchange my non-UK licence for a British one

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

If you are applying to exchange a licence from another country you **MUST** fill in the section 'To exchange my non-UK licence for a British one' in section 1 of the D1 application form.

If you have a licence issued within the EC or EEA, which you wish to exchange for the equivalent GB licence:

Sometimes other EC or EEA countries issue licences, which show that driving may be subject to limitations for medical reasons. For instance, the limitation might be that the licence holder is only allowed to drive during daytime. UK does not normally grant licences with such limitations and may need to investigate the relevant medical circumstances before granting the licence.

You can exchange a full driving licence (showing European categories) issued within the European Community (EC) or European Economic Area (EEA) for the equivalent GB licence. At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

If you want to add entitlement to drive a lorry or bus or you are exchanging entitlement to drive a lorry or bus, you need to fill in form 'Application for Lorry, Bus or Minibus driving licence' (D2).

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.

You can exchange test passes from Gibraltar.

We will not accept any other test passes.

Not all licences can be exchanged. It is important that

you read 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38). You can download this from the website at **www.direct.gov.uk/motoringleaflets**

Section 2 – Your details

Please fill in the relevant parts of this section.

The address on the licence must be a GB home address. We do not accept PO box addresses.

Please provide a phone number or email address (or both) so we can contact you if there is a problem with your application. We will not use these details for any other purpose.

Section 3 – Your eyesight

You must be able to read a car number plate (with glasses or corrective lenses if necessary) from 20.5 metres (67 feet), or 20 metres (65 feet) if narrower characters (50 millimetres wide) are displayed.

The letters and numbers on all number plates made or renewed after September 2001 are 50 millimetres wide instead of 57 millimetres.

Bioptics are not currently acceptable for use while driving in Great Britain and it is not acceptable to use a Bioptic (telescope) device to meet the prescribed eyesight standard. A Bioptic device cannot be used to pass the number plate test.

Organ donation

You do not have to fill in this section.

If you fill in this section to state that you would donate your organs, we will tell the NHS Organ Donor Register and this information will be shown on your licence.

For more information about donating organs and organ transplants, visit the website at **www.uktransplant.org.uk** or phone **0845 606 0400**.

Section 4 – Your health

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.direct.gov.uk/driverhealth**

You must tell us immediately about a relevant condition or a condition getting worse, you could have to pay a fine of up to £1000 if you do not.

Section 5 – Your proof of identity

You must provide original documents (please see below), or a copy provided by the authority that issued the original.

We will not accept photocopies or laminated certificates.

Part A – Digital UK passport holders only.

If you are giving your permission for us to contact the Identity and Passport Service, **do not send us your digital UK passport. However, you will still need to provide a photo if this is your first photocard licence or if you wish to change your current photo.**

If you do not have a digital UK passport or you do not give us permission to contact the Identity and Passport Service, see Part B below for advice on what you need to send us.

Part B – Documents enclosed to prove your identity.

We will accept the following documents.

- A current passport or UK travel document, UK Identity Card for Foreign Nationals/Residence Permit* or an EC or EEA identity card (with the exception of Sweden). If you are sending one of these, you must provide a recent photo of yourself but you do not need to have your photo signed and you do not need to fill in section 6.

If the documents 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.

*Since November 2008 the UK Border Agency has issued Identity Cards for Foreign Nationals. This is a form of residence permit for those granted leave to remain in the UK. The card is proof of the holder's right to stay, work or study in the United Kingdom. It may also be used as a form of identification for driving licence applications.

Do not send in your passport if you need it within the next month.

If this is the case you should consider delaying your licence application until you can send us your passport.

If you **do not** have a digital UK passport, or you have one but you do not want us to check your identity with the Identity and Passport Service, you can use the Premium Checking Service (see page 13) as long as your UK passport is in your current name.

- **A UK birth or adoption certificate and one other supporting identity document (see the note below).**

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 a 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**.
- **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.**

If your name is different from that shown on your digital UK passport, current photocard licence or the document you are enclosing, you must provide proof of your name.

We will accept:

- a marriage or civil partnership certificate;
- a decree nisi or decree absolute; or
- any deed-poll declarations.

The evidence you provide must show a clear link between the name on your identity document or digital UK passport and your current name.

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

You must get someone reliable to sign the back of your photo if you are providing identity documents other than an up-to-date passport or UK travel document, UK Identity Card for Foreign Nationals/Residence Permit, or an EC or EEA identity card (with the exception of Sweden), as proof of your identity.

If you are providing one of the above, you do not need to have your photo signed by anyone.

The person signing the photo must:

- have known you personally for at least 2 years within the UK;
- not be a relative;
- not be a person living at the same address; and
- not be a member of the Post Office® staff processing the application (if you choose to use the Premium Checking Service - see page 13 of INF1D).

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 the photo on your licence.

If you have come to live in the United Kingdom within the last two years and you cannot have your photo signed by someone who has known you for at least two years within the UK, you should take all the documents to your nearest DVLA local office. They will sign your photo and fill in section 6 of the application form. The DVLA local office will send your application and original identity documents to us at DVLA, Swansea.

Your photo

Your photo must meet the following agreed standards:

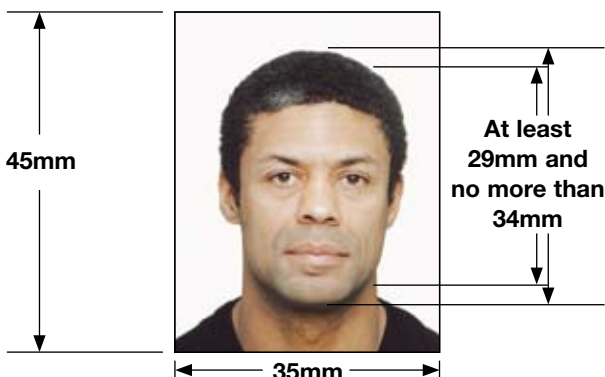
The photo must:

- be taken of the full head;
- have been taken in the last month and be a true likeness of you;
- be free from 'redeye';
- be in sharp focus and clear;
- be free of any reflection or glare from glasses;
- be taken against a light grey or cream background;
- be a colour photo – we will not accept black and white photos;
- not be damaged, creased, torn or marked; and
- not have any shadow in it.

You must:

- be facing forward and looking straight at the camera;
- look natural but without expression – your mouth should be closed, you should not be grinning, frowning or raising your eyebrows;
- have your eyes open;
- not wear sunglasses, tinted glasses or have your hair across your eyes;
- not wear glasses if the frames cover your eyes – we recommend that you remove your glasses;
- not have anything covering your face; and
- not wear a hat or head covering unless this is for a medical or religious reason.

The photo of you must be the same size as the one we have shown below.



Your picture should not fill the area of the photo or be too small to be seen. The photo is 45mm tall, your head should fill an area of between 29mm and 34mm, as shown.

Section 7 – Your declaration

Read the declaration and sign the form in black ink, making sure that your signature is completely in the white area.

We will electronically scan, reduce and copy your signature onto your photocard driving licence and the paper counterpart.

General information

Lorry or bus licences

If you are applying for a lorry or bus licence, you must fill in a 'Application for Lorry, Bus or Minibus driving licence' (D2). You can order this form by visiting the website at **www.direct.gov.uk/motoringforms**

Licences from other countries

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

You can also exchange a full car, motorcycle or moped licence issued by any of the following countries:

Australia	Barbados	British Virgin Islands	Canada
Falkland Islands	Faröe Islands	Gibraltar	Hong Kong
Japan	Monaco	New Zealand	Republic of Korea
Singapore	South Africa	Switzerland	Zimbabwe

Premium Checking Service at the Post Office®

If you are applying for your first photocard licence, some Post Office® branches offer the following service:

- For a fee, they will check your application to make sure it is correct and then send it to us with your current driving licence (if you have one).
- A digital UK passport or evidence that you receive or are eligible for UK State Retirement Pension can be used as proof of identification and will be handed back to you. However, DVLA can still ask to see the **original** identity document.

Note: If you do not give consent to DVLA verifying your identity with IPS, your digital UK passport will be sent securely to DVLA.

- If you use a non-digital UK passport as proof of identification, it will be sent securely with your application to the DVLA.

You must apply in person and all your documents must be in your current name. You cannot use this service if you are changing your name.

For information of your nearest Post Office® branch that offers this service, phone **08457 22 33 44** or textphone **08457 22 33 55**.

Details of how you can pay for this service are shown on the D1 application form.

Please note, this service is not available if you are applying to renew the photo on your licence.

Premium Checking Service at DVLA local offices

For a fee, all DVLA local offices provide the same checking service as the Post Office® and also offer the services explained below.

Three DVLA local offices – Glasgow, Nottingham and Wimbledon – together with the main reception at DVLA Swansea, also offer a Premium Checking Service for people who hold a current passport and full driving licence issued from the EC or EEA, Gibraltar and certain other countries (listed in the table on page 12).

To use this service:

- you must be applying for a full GB driving licence; and
- your passport must be in the same name as is shown on your full driving licence.

You must be exchanging a full licence from an EC or EEA country, Gibraltar or a country listed in the table on page 12 or be exchanging a full GB paper driving licence for a first full photocard licence.

You can find the address of your nearest DVLA local office:

- on the website at **www.direct.gov.uk/dvla/local**; or
- by phoning **0870 243 0444** (you will be asked to give your postcode).

DVLA local offices are open between 9am and 5pm Monday to Friday (except every second Wednesday in the month when the opening times are 9.30am to 5pm).

Details of how you can pay for this service at a DVLA local office are given on the D1 application form.

Plastic wallets

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

Returning your 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-delivery, please include a stamped self-addressed special-delivery envelope. Keep a note of the special-delivery serial number.
- If you sent your application direct to us and you do not get your identity documents back within 10 working days of receiving your photocard licence, please phone DVLA Customer Enquiries on **0870 240 0009**.

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

DVLA local offices

for Premium
Checking Service
– see page 14



For more information, see 'Driving licences' (D100), which you can download at www.direct.gov.uk/motoringleaflet or get from most Post Office® branches and DVLA local offices.