

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

For more information or to apply online go to  
[www.direct.gov.uk/driving](http://www.direct.gov.uk/driving)




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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.

## 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.direct.gov.uk/motoringforms](http://www.direct.gov.uk/motoringforms)**

# 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 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.direct.gov.uk/MyProvisional](http://www.direct.gov.uk/MyProvisional)

**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 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.direct.gov.uk/LicenceReplacement](http://www.direct.gov.uk/LicenceReplacement)**

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.direct.gov.uk/LicenceExchange](http://www.direct.gov.uk/LicenceExchange)**

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.direct.gov.uk/RenewAt70](http://www.direct.gov.uk/RenewAt70)**

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.direct.gov.uk/PhotoRenewal](http://www.direct.gov.uk/PhotoRenewal)

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 are 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.direct.gov.uk/ChangeOfAddress](http://www.direct.gov.uk/ChangeOfAddress)

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.

**Note:** You can exchange test passes from Gibraltar.

**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**

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

**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** fill in the appropriate boxes under the heading 'To exchange my non-UK licence for a GB licence'.

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.

## **Licences from other countries**

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

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

<b>Australia</b>	<b>Barbados</b>	<b>British Virgin Islands</b>	<b>Canada</b>
<b>Falkland Islands</b>	<b>Farøe Islands*</b>	<b>Gibraltar</b>	<b>Hong Kong</b>
<b>Japan</b>	<b>Monaco</b>	<b>New Zealand</b>	<b>Republic of Korea*</b>
<b>Singapore</b>	<b>South Africa</b>	<b>Switzerland</b>	<b>Zimbabwe</b>

\*We do not exchange motorcycle entitlement from these countries.

**Note:** If your driving test was not passed in the designated country that issued your current licence you may not be able to exchange, please contact us for advice by phoning **0300 790 6801**.

**Not all licences can be exchanged.** You **must** 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](http://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 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 be able to read a car number plate (with glasses or contact lenses if necessary) made after 1 September 2001 from 20 metres. You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses if necessary) using both eyes together (or, if you have sight in one eye only, in that eye).

Visual acuity is the term used by opticians and doctors to measure your eyesight. You should only answer “no” to this question if you are unable to read a number plate from 20 metres or you have been told by an optician or doctor that your eyesight currently does not meet the minimum standard for driving. **If you are in any doubt you should discuss with your optician or doctor.**

Bioptics (telescope) are not acceptable for use while driving in Great Britain and it is not acceptable to use a bioptic device to meet the visual acuity 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 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](http://www.organdonation.nhs.uk)** or phone **0300 123 23 23**.

## 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](http://www.direct.gov.uk/driverhealth)**



If you have declared a medical condition we will ask you to fill in a medical questionnaire which are available online from **[www.direct.gov.uk/DrivingAndMedicalConditions](http://www.direct.gov.uk/DrivingAndMedicalConditions)** 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 do not, you could have to pay a fine of up to £1000.

## Section 5 – Your proof of identity

### Part A – Digital UK passport holders only.

If you are giving your permission for us to contact the Identity and Passport Service (IPS) please enter your digital UK passport number and sign the declaration in this section. **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 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 IPS. You must enclose identification document(s) listed in Part B of section 5 on the D1 application form.

If you **do not** have a **digital UK passport** or you do not give us permission to contact the IPS, **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 below or 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.

## 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 IPS 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:**

- have known you personally for at least two years within the UK
- not be a relative
- not be a person living at the same address, and

**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 updating 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 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.

## Premium Checking Service at DVLA local offices

If you are applying for your first photocard licence, for a fee, DVLA local offices 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).

The following can be used as proof of identification and will be handed back to you:

- A digital UK passport – You will be asked to fill in Part A of section 5 on the application and provide consent for DVLA to verify your identity with IPS.
- Eligibility for UK State Retirement Pension.

**However, DVLA can still ask to see the original identity document(s).**

**Note:** If you use a non-digital UK passport or do not give consent for DVLA to verify your identity with IPS your passport will be sent securely with your application to DVLA.

Three DVLA local offices – Glasgow, Nottingham and Wimbledon – together with the main reception at DVLA Swansea offer a Premium Checking Service for people who hold a current passport and full driving licence issued from the EU/EEA, Gibraltar and designated countries (see ‘Licences from other countries’ in section 1).

**To use the service you must be applying in person for a full GB driving licence. The passport must be in the same name as is shown on your full driving licence.**

You **must** be exchanging a full licence from an EU/EEA country, Gibraltar or designated country or be exchanging a full GB paper driving licence for a first full photocard licence.

For information of your nearest DVLA local office phone **0300 123 1277** (you will be asked to give your postcode) or on the website at **[www.direct.gov.uk/dvla/local](http://www.direct.gov.uk/dvla/local)**

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).

See note I of the D1 application on how to pay for this service.

**Find out about DVLA's online services**

**Go to:** [www.direct.gov.uk/onlinemotoringservices](http://www.direct.gov.uk/onlinemotoringservices)



# DVLA local offices



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