Driver and Vehicle Licensing Agency

Application for a digital tachograph driver card

D777B

Please read the notes over the page before completing this form

Please **use CAPITAL LETTERS and fill in this form** in **black ink**

For more information go to **www.businesslink.gov.uk/transport**

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 fill in sections 2, 6 and 7 ☐

b) a first digital tachograph card and I have a GB paper driving licence – you must send your photo with your application and fill in sections 2, 4, 5, 6 and 7 ☐

c) a first digital tachograph card and I have an EC/EEA or Northern Ireland driving licence – you must send your photo and your EC/EEA or Northern Ireland driving licence with your application and fill in sections 2, 4, 5, 6 and 7 ☐

Please give your driving licence details below:

Country your driving licence was issued in _____

Driving licence number _____

d) I have an EC/EEA or Northern Ireland digital tachograph card and I want to exchange it for a GB digital tachograph card – you must send your photo and your driving licence if it is a EC/EEA or Northern Ireland one and fill in sections 2, 3, 4, 5, 6 and 7 ☐

Country your tachograph card was issued in _____

Tachograph card number _____

Country your driving licence was issued in _____

Driving licence number _____

e) to change my name/address on my digital tachograph card ☐

PLEASE DO NOT RETURN YOUR DIGITAL TACHOGRAPH CARD.

GB photocard driving licence holders – you must return your photocard and the paper counterpart to us with this application so we can update your driver record with your new details. 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, 6 and 7.**

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, 6 and 7.**

EC/EEA driving licence holders – do not send your driving licence to us. **Now fill in sections 2, 3, 6 and 7, you also need to fill in section 4 if you are changing your name.**

You can get a D1 application form from Post Office® branches, DVLA local offices and direct from us.

f) a replacement digital tachograph card as my previous one has been

lost ☐ stolen ☐

Please give the date your card was lost or stolen D D M M Y Y Y Y

Now fill in sections 2, 3, 6 and 7.

g) a replacement digital tachograph card as my previous one has been

malfunctioning ☐ damaged ☐

If your card is malfunctioning or has been damaged you must return it with this application.

Now fill in sections 2, 6 and 7.

h) to renew my digital tachograph card because

it is due to expire/has expired ☐

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

Now fill in sections 2, 6 and 7.

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: D D M M Y Y Y Y

Full current address (no PO Box addresses)

House No. _____

_____

_____

Postcode

If any of the details above have changed since your last licence was issued please give the previous details below and refer to section 1e) for driving licence instructions.

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 note D for the types of evidence we accept.

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/dvlalocal** or by phoning 0300 123 1277. To find the address of your nearest VOSA testing station, go to **www.businesslink.gov.uk/vosateststations** or phone 0300 123 9000.

If you do not need to fill in either section 4 or 5, go directly to section 6. For all applications you must sign the declaration in section 7.

Back of photo

Back of photo

Back of photo

Back of photo

CUSTOMER SERVICE EXCELLENCE

UK

The Government Standard

An executive agency of the Department for **Transport**

D777B–1209

4 Your proof of identity

Please see note A on opposite page and then fill in either Part A or Part B below.

Part A – Digital UK passport holders

Digital UK passport number:

I agree that DVLA can verify my identity with the Identity and Passport Service (IPS).

Signature:

Please do not send in your digital UK passport, if you have signed above. You will still need to provide a photo.

Part B – Documents enclosed to prove your identity

Please put ☒ against all original documents enclosed.

As birth certificates are not absolute proof of identity, you must also send one other form of identification.

Passport ☐ UK birth/adoption certificate ☐

EC/EEA identity card (except for one issued in a Swedish Post Office) ☐

Evidence of SRP (State Retirement Pension) ☐ UK travel document ☐

UK National Identity Card ☐

UK Identity Card for Foreign Nationals/Residence Permit ☐

UK Identification Card for EC/EEA/Swiss nationals living in UK ☐

Please write the serial number(s) of the document(s) you are enclosing:

Documents enclosed to verify a change of name

Please put ☒ against the original document(s) you are enclosing. This must show a clear link to your current name if different from that shown on your digital UK passport or the identity document(s) that you are enclosing.

Marriage certificate ☐ Civil partnership certificate ☐

Divorce certificate ☐ Deed poll or statutory declaration ☐

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied or laminated documents are not acceptable.

Your checklist

I enclose:

The correct fee of:

Cheque or postal order number:

Identity documents – if this applies: ☐

My photo – if you filled in either section 1b), 1c) or 1d): ☐

My EC/EEA driving licence – if you filled in either section 1c) or 1d): ☐

My last digital tachograph driver card – if this applies: ☐

My GB driving licence – if this applies: ☐

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

I have:

Completed my personal details ☐

Signed the application form ☐

5 Signing a photo to verify identity

Please see note B on opposite page

- **I have known the applicant for years (please state how many, it must be at least two years within the UK).**
- **I am not a relative of the applicant.**
- **I am not living at the same address as the applicant.**
- **I can confirm it is a true likeness.**
- **I have signed the back of the photo.**
- **I agree to you undertaking checks.**

Full name:

Business or home address:

Postcode:

Full daytime phone number:

Profession:

Signature:

Date: DD MM YYYY

6 Your contact details

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:

YOU MUST NOW SIGN THE DECLARATION IN SECTION 7.

OFFICIAL USE ONLY

Passport ☐

B/cert ☐

M/cert ☐

Other:

No ID ☐

Date stamp

7 Your declaration

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.

Important

Date DD MM YYYY

We will not accept this application unless you sign below in black ink and your signature is completely within the white box.

• Keep your signature within the white box •

• Keep your signature within the white box •

Place photo face up

Peel here

Place photo face up See note C opposite

Peel here

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

A Your proof of identity

Before filling in section 4 you must read the notes below. If you have a valid digital UK passport, we can confirm your identity with the Identity and Passport Service (IPS) without you having to send your passport to us.

If you agree to this you should fill in Part A of section 4.

If you do not have a valid UK passport, or do not agree to us verifying your identity with IPS, go to Part B of section 4. Do not send in your passport to verify your identity if it is needed within the next month.

Part B – Documents enclosed to prove your identity

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.

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

- your National Insurance card or a letter from the Department for Work and Pensions showing your National Insurance number (the National Insurance number cannot be a temporary number (usually starting with TN))
- 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 and showing your pension payment
- a letter from the Department for Work and Pensions confirming you can get the State Pension and showing your National Insurance number

If you would like us to return your identity documents by special delivery, please send us a prepaid, self-addressed, **special-delivery envelope.** We cannot guarantee to return your identity documents by a set date.

B Signing a photo to verify identity

This section only needs to be filled in by the person verifying your identity if you are sending a photo with your application and you are submitting a UK birth/adoption certificate or evidence of SRP (State Retirement Pension) as proof of identity.

You must get the back of your photo signed by someone reliable who has known you for at least two years.

Suitable people who can sign your photo 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, MPs, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

We will make checks on people who sign digital tachograph applications.

If you have come to live in the United Kingdom within the last two years and so cannot have your photo signed by someone who has known you in the UK for at least two years, take all the documents to your nearest DVLA local office. They will sign your photo and fill in section 5 of the application form. The DVLA local office will send your application and original identity documents to us at DVLA Swansea.

C Your photo

The photo held on your GB photocard driving licence will be used for your digital tachograph card. If you have a GB paper driving licence or EC/EEA driving licence you must provide a photo with your application.

Your photo must meet the following standards.

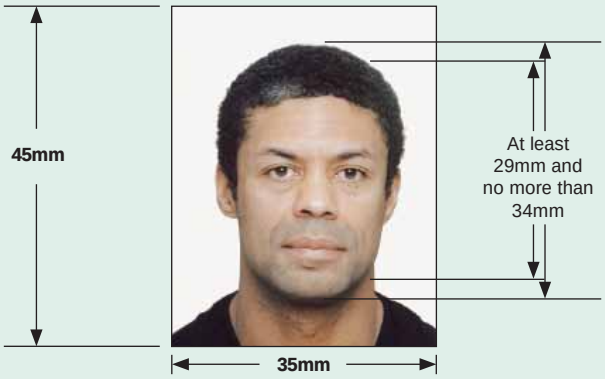
The photo must:

- 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;
- 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 any expression – your mouth should be closed and 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 full 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, as shown.

Your application will be rejected if the photo you provide does not meet these standards.

D 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 documents as proof.

E 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**
Replacement Card Your original card has been lost, damaged or stolen	**£ 19.00**	**SA99 1AZ**
Exchange Card Change of name and/or address on an existing digital tachograph driver card	**Free**	**SA99 1ST**
Changing an EC/EEA or Northern Ireland digital tachograph driver card for your first GB digital tachograph driver card	**£ 38.00**	**SA99 1ST**
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'. You must sign, date and write the amount on the cheque or your application will be returned. 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 or your full name, address and date of birth on the back of the cheque or postal order.

F 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.

Malfunctioning cards

If your card is damaged or malfunctioning, you should apply for a replacement within seven days, returning your malfunctioning 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.

G Premium checking service

If you are applying for your first GB digital tachograph driver card (or those exchanging a non-GB driver tachograph card), but do not hold a GB photocard driving licence you may be able to get your application checked before it goes to DVLA. This premium checking service is available at DVLA local offices for a fee provided:

- you apply in person
- you hold a current UK passport in your present name or can provide proof of eligibility to State Retirement Pension
- your driving licence is in your present name.

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

- on the website at **www.direct.gov.uk/dvlalocal**; or
- by phoning **0300 123 1277** (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).

H When will you receive your digital tachograph driver card?

Replacement driver cards will be issued within 5 working days of receiving a valid application. First applicants and renewal driver cards should be received 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**
- 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.

Returning your identity documents

We will send your proof of identity back separately.

If you do not get your identity documents back within 10 working days of receiving your digital tachograph driver card, phone us on **0300 790 6109.**

If you do not get your identity documents back you must contact us within three months of the date you sent in your application. After this time, we will not be able to carry out the necessary follow-up investigation with Royal Mail.

We will not be liable for any loss you report after the three-month period.

I 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 can **only** drive without a card for up to 15 calendar days (or longer if this 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 of your driving using the Vehicle Unit printout facility.**

You cannot drive if your card has expired.

For full conditions about driving without a card go to **www.businesslink.gov.uk/transport** or phone VOSA on **0300 123 9000.**