



Notes for guidance

Please read the notes before you fill in this form.

- 1 You should only fill in this form to obtain information from your driver record. You, as the driver, must fill it in and sign it in all cases. If you do not sign and date the form we will **not** accept it.
- 2 If the details on your driving licence are not up to date, return it to us and tell us what changes are needed. By law you must tell us immediately if you change your permanent address or name. You could be fined up to £1000 if you don't tell us.
- 3 If your licence has been lost, stolen or destroyed you will need to apply for a replacement licence. You can find out how to do this online at **www.gov.uk/apply-online-to-replace-a-driving-licence**. Alternatively as long as you have not changed the details on your **photocard** licence you can phone **0300 790 6801** between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays and apply for a replacement licence using a debit card or a credit card. If you have used DVLA online service and renewed your licence you can check your driver record details at **www.gov.uk/view-driving-licence**
- 4 DVLA has a duty under the Data Protection Act 1998 to protect personal information. We will only release this information to confirm entitlement to drive and will hold it in accordance with the Data Protection Act 1998.
- 5 For a copy of your driver record the fee is £5. Please make your cheque or postal order payable to 'DVLA, Swansea'. Please return to DVRE Team, DVLA, Swansea, SA99 1AJ.

This agreement is valid for 3 months from the date you sign it.

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving

IMPORTANT: Please read the notes over the page before you fill in this form.
Please write clearly in BLACK INK using CAPITALS.

Driving record request – Please return to: DVRE Team, DVLA, Swansea, SA99 1AJ

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Driver details (to be filled in by the driver):

Surname:

First name: Middle name(s)

Date of birth: / /

Driver number:

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<p>Current address:</p> <p>Line 1 <input style="width: 95%;" type="text"/></p> <p>Line 2 <input style="width: 95%;" type="text"/></p> <p>Line 3 <input style="width: 95%;" type="text"/></p> <p>Post town <input style="width: 95%;" type="text"/></p> <p>Postcode: <input style="width: 50%;" type="text"/></p>	<p>Address on licence (if different):*</p> <p>Line 1 <input style="width: 95%;" type="text"/></p> <p>Line 2 <input style="width: 95%;" type="text"/></p> <p>Line 3 <input style="width: 95%;" type="text"/></p> <p>Post town <input style="width: 95%;" type="text"/></p> <p>Postcode: <input style="width: 50%;" type="text"/></p>
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* You must tell DVLA of any changes to your address.
If you don't we may fine you up to £1000.

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Reason for enquiry

Please tick the box that relates to your enquiry.

- I would like a copy of my driver record
- I could not view my driver record online
- I need information from my driver record (as detailed below)

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Driver declaration

IMPORTANT: Please read the notes over the page before you sign this form.

Declaration:

As the person referred to in section 1 above, I ask the DVLA for my driver record information. I authorise and direct DVLA to disclose to me all relevant information relating to my driver record from the computer register of drivers they maintain. This includes personal details, driving entitlements, endorsement details, disqualifications, convictions, and photo images. It will not include medical information.

SIGNATURE:

DATE:

This declaration is valid for 3 months from the date of signature.