



# Application to transfer **or** retain a vehicle registration number

For more information go to

[www.gov.uk/personalised-vehicle-registration-numbers](http://www.gov.uk/personalised-vehicle-registration-numbers)

V317

You must read the attached Guidance notes before you fill in this form. Please use black ink and CAPITAL LETTERS. If you download this form you must submit both application pages when you apply.

## 1 What are you applying for? Put in the box that applies. See guidance note A.

- To transfer the vehicle registration number directly to another vehicle – fill in sections 2 and 3. The fee is £80.
- To retain (keep the use of) the vehicle registration number on a Retention Document – fill in section 2 and 4. The fee is £80.

## 2 Details of the vehicle that the registration number is being transferred or retained from

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

### Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes.

You must include the following documents for the vehicle in section 2

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62).

**Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

## 3 Details of the vehicle the vehicle registration number is being transferred to

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

### Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes.

You must include the following documents for the vehicle in section 3

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62), or 'Application for a first vehicle tax and registration of a new motor vehicle' (V55) (if it is an unregistered vehicle).

**Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

## 4 Details for the Retention Document

**IMPORTANT** – Please read this section and guidance note A, Section 4 before filling in.

If you are retaining the vehicle registration number, as the registered keeper do you want to become the Grantee (the Grantee is the one who has the right to the vehicle registration number)?

Yes  No

If you **do not** want to become the Grantee, for example you are giving the vehicle registration number as a gift, give the details of who should be the Grantee in the box below. **This means that as the registered keeper, you will give up the right to the vehicle registration number.**

### Grantee's details (see note A, section 4)

Title or company name: \_\_\_\_\_

Full name: \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Grantee's phone number: (In case we need to get in touch with you.)

### Nominee's details (see note A, section 4)

If you are retaining the vehicle registration number and are becoming the Grantee you may want to assign it (put it on) to a vehicle registered in someone else's name. This person is known as the Nominee. Give the Nominee's details below.

Title: Mr Mrs Miss Ms Other (for example, Dr)

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Company name: \_\_\_\_\_

Grantee's signature:

\_\_\_\_\_

Date:

## 5 Dealer/Agent details

If a dealer is acting on your behalf and you want the paperwork returned to them, please fill in this section with their details.

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Full daytime phone number: \_\_\_\_\_

## Official use only

ITT 126  ITT 127   
Retention Transfer

Payment Type \_\_\_\_\_  
Who paid: Donor  Recipient  Other

EPOS Receipt No. \_\_\_\_\_

### Donor/Retained vehicle details

VRN           CD

**Vehicle Make** \_\_\_\_\_

**Vehicle tax expiry**

Vehicle tax details 1

Vehicle tax details 2

T/C  Period  CC/CO<sub>2</sub>  Value

**Associated docs:** V10  V85

Replacement vehicle registration number or <b>V53</b>	C/D

Is this replacement vehicle registration number transferable? Yes  No

Is this vehicle registration number being retained? Yes  No

### Receiving vehicle details

VRN           CD

**Vehicle Make/Model** \_\_\_\_\_

**Vehicle tax expiry**

Vehicle tax details 1

Vehicle tax details 2

T/C  Period  CC/CO<sub>2</sub>  Value

**Associated docs:** V10  V85  V55

Actioning section code  Output marker  Action code

Indicator(s): Void  Retained  Inhibit  SOM

Date received at DVLA

\_\_\_\_\_

Date processed at DVLA

\_\_\_\_\_

**Guidance notes.** Read the notes on the front and back of this page before filling in the form and keep them safe so you can read them in the future. You should also read our leaflet 'Registration numbers and you' (INF46) which you can get from [www.gov.uk/personalised-vehicle-registration-numbers](http://www.gov.uk/personalised-vehicle-registration-numbers)

## A How to fill in this form

### Section 1 – What are you applying for?

If you choose to retain or transfer a vehicle registration number (directly to another vehicle), please make sure you fill in section 1 and send the correct fee.

### Section 2 – Details of the vehicle that the vehicle registration number is being transferred or retained from

**Only the registered keeper or the person about to become the registered keeper of this vehicle can apply.**

Give all the details section 2 asks for.

- If you are enclosing a New keeper's details (V5C/2) with an 'Application for a Vehicle registration certificate' (V62) you must ensure that it has not been previously stamped by the DVLA. If your V5C/2 has been previously stamped or you do not have one, you will need to fill in a V62 and wait for your registration certificate before you apply for a transfer or retention. You cannot continue with your application.
- The registered keeper of this vehicle must sign and date the declaration.

### Section 3 – Details of the vehicle the vehicle registration number is being transferred to

Give all the details section 3 asks for.

- If you are enclosing a V5C/2 you must ensure that it has not been previously stamped by the DVLA.
- If your V5C/2 has been previously stamped or you do not have one, you will need to fill in a V62 before you apply for a transfer or retention.
- The registered keeper of this vehicle must sign and date the declaration.

### Taxing the vehicle in section 2 and section 3

If you have bought the vehicle and you want to drive it on the road you must tax it immediately before you can transfer/retain the registration number. **Go online at [www.gov.uk/vehicletax](http://www.gov.uk/vehicletax)** or to a Post Office® branch that deals with vehicle tax using the 'New keeper's details' (V5C/2) section. For further information please visit [www.gov.uk/dvla/nomoretaxdisc](http://www.gov.uk/dvla/nomoretaxdisc)

If you are the registered keeper and need to tax your vehicle you also need to include with this application:

- An 'Application for vehicle tax' (**V10**) or an 'Application to tax a Heavy Goods Vehicle (HGV)' (**V85**).
- The appropriate fee for the vehicle tax.
- Certificate of insurance or cover note for vehicles registered with a Northern Ireland address.

### Section 4 – Details for the Retention Document

Give all the details section 4 asks for.

#### IMPORTANT

If you are retaining the vehicle registration number, you, as the registered keeper, can choose to become the Grantee or you can give up your right to the vehicle registration number and give the details of someone else as the Grantee. Once the retention application is finalised **only the Grantee** will have the right to the vehicle registration number.

- The **Grantee** is the person who has the right to the vehicle registration number.
- The Grantee has the right to assign the vehicle registration number to a vehicle registered in someone else's name. This person is known as a **Nominee**.
- If a Nominee has been given on this application the Grantee (this can either be the registered keeper or the new Grantee) must sign section 4. The Grantee can choose to add a Nominee when assigning the registration number to another vehicle.
- Only the Grantee can assign the vehicle registration number to their vehicle or to the Nominee's vehicle.
- The Nominee will have no right to the vehicle registration number until it is assigned to their vehicle.
- If there is a Nominee they must be the registered keeper of the vehicle the vehicle registration number is going to be assigned to.
- The retention certificate will be valid for 10 years. It can be renewed upon expiry (free of charge).

## B How and where to apply

**You must send both application pages and the appropriate documents to DVLA Personalised Registrations, Swansea SA99 1DS.**

**All documents must be originals, not photocopies or faxed copies. For vehicles registered with a Northern Ireland address, downloaded copies of a certificate of insurance or cover note are acceptable.**

## C Conditions for transferring or retaining a vehicle registration number

**To transfer or retain a vehicle registration number the following must apply:**

- **The vehicle must exist and be registered at DVLA.**
- **You must be or are becoming the registered keeper of the vehicle in section 2.**
- **The vehicle must be available for inspection.**
- **You must not sell or get rid of the vehicle until you receive a replacement V5C. If you do sell or get rid of the vehicle before you get a replacement V5C, the new keeper is entitled to keep the vehicle registration number if they want to.**
- **The vehicle in section 2 and section 3 should be taxed. If the vehicle is not taxed you can still apply without renewing the tax if you have made a Statutory Off Road Notification (SORN). There must be no break between the date the tax run out and the start of the SORN.**
- **We will not accept an application for a vehicle that has been declared off road (SORN) for more than 5 years.**
- **The vehicle must be a testable type, subject to MOT/GVT (road worthiness test).**
- **You cannot display a vehicle registration number that will make your vehicle appear younger.**

**Under the Retention of Registration Marks Regulations (as amended) at any time we may withdraw your right to the vehicle registration number.**

Also, we can cancel a transfer or retention application if:

- you have not met the conditions for transferring or retaining a vehicle registration number;
- any information you give in this form, or in any document used to support this form, is false or incorrect;
- there is any mistake relating to the vehicle registration number; or
- your bank does not send us your payment.

### Further information:

- You cannot transfer or retain a vehicle registration number starting with a 'Q' or 'QNI' prefix.
- It is an offence to misrepresent a vehicle registration number on a number plate (for example, by making a '5' look like an 'S'). See leaflet 'Vehicle registration numbers and number plates' (INF104) which you can get from [www.gov.uk/displaying-number-plates](http://www.gov.uk/displaying-number-plates)
- You can transfer a vehicle registration number to or from a vehicle as long as both vehicles are registered within the UK. See leaflet INF46.

## D Insurance write-off

**This applies to the vehicle in section 2.**

If your vehicle has been written off it may still be possible to transfer or retain its vehicle registration number if:

- your insurers have not scrapped the vehicle and have agreed, in writing, to you transferring or retaining the vehicle registration number (include the written agreement with your application);
- the vehicle is available for us to inspect (we will also ask for an insurer's engineers report); and
- you have met the conditions for transferring or retaining the vehicle registration number.

## E How to pay

**You can pay by:**

- Cheque, banker's draft or postal order made payable to 'DVLA Swansea'.

## F Where to get your application forms

You can get application forms V62 and 'Application for vehicle tax' (V10) or an 'Application to tax a Heavy Goods Vehicle (HGV)', (V85) from [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms) or any Post Office® branch that deals with vehicle tax.

You can get an 'Application for first vehicle tax and registration of a new motor vehicle' (V55) by phoning 0300 790 6802. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. (This number will not respond to ordinary phones).

## G What happens next?

- The DVLA may want to inspect your vehicle. If so, the DVLA will contact you.

Once your application is approved, the following will apply.

- The vehicle in section 2 will be given a replacement vehicle registration number appropriate to its age, unless you want to assign another appropriate vehicle registration number at the same time.
- The vehicle in section 3 will have its current vehicle registration number withdrawn (even if it is a personalised registration number), unless you also apply to transfer or retain it when you make this application.
- We will send your new V5C and a Retention Document, (if you are retaining the vehicle registration number), within two weeks of receiving your application. However, this could take up to four weeks if you included a V62 or if we need to inspect the vehicle. If you do not receive your documents after eight weeks, phone DVLA Customer Enquiries on 0300 790 6802.
- If you have given someone else's details as the Grantee the Retention Document will be sent to them.
- You are responsible for informing your insurance provider of your new registration number, otherwise you may receive a continuous insurance penalty.

*From 1st October 2014, you'll still need to tax your vehicle but you won't get a tax disc.*

[www.gov.uk/dvla/nomoretaxdisc](http://www.gov.uk/dvla/nomoretaxdisc)