

A Who can apply?

You can only get a duplicate tax disc if:

You are the registered keeper of the vehicle and have a Registration Certificate (V5C) in your name.

If you have recently bought the vehicle you will need to have a V5C in your name to be able to get a duplicate tax disc.

B How and where do you apply

You should fill in this application and send it to DVLA, Swansea SA99 1DZ

C How much will it cost?

The fee for a duplicate tax disc is £7 however there is no fee if:

- no fee was payable for the original disc
- the tax disc has been lost in the post when it was sent to you by DVLA
- the tax disc has been damaged or the details have faded and cannot be read when you received it from DVLA or the Post Office® (in either case you must return it with this application form)
- the original tax disc is being held by the police as evidence
- the vehicle is stolen and recovered but the tax disc is missing, or
- DVLA rejected your application for a refund of vehicle tax when it was sent in with the tax disc.

D How to pay

Please make cheques or postal orders payable to 'DVLA Swansea'. Do not send cash or blank postal orders through the post.

E Data protection – releasing information

We will store your details on our vehicle register. We can release these details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.gov.uk/dvla-protection

F Further information

More information on **taxing your vehicle** is available from the website at www.gov.uk/taxdisc

If you are not satisfied with the service you receive from us, please see 'How to contact us or make a complaint' (INS101). You can get this from the website at www.dft.gov.uk/dvla

You can contact us in the following ways:

By phone: 0300 790 6802 (Phone lines are open between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays. Some calls will be monitored for quality and training purposes.)

By textphone: (for people who are deaf or hard of hearing): 0300 123 1279. (This number will not respond to ordinary phones.)

By fax: 0300 123 0798.

By writing to: Customer Enquiries (Vehicles), DVLA, Swansea SA6 7JL.

Find out about DVLA's online services at www.gov.uk/browse/driving