



# How to fill in your 'Application for a digital tachograph workshop card' (D778B)



For more information go to  
[www.gov.uk/tachographs](http://www.gov.uk/tachographs)

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Search [www.gov.uk](http://www.gov.uk) for Driver CPC

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**[gov.uk/dvla](http://gov.uk/dvla)**

## Introduction

Read this leaflet to help you fill in your 'Application for a digital tachograph workshop card' (D778B).

If you have any questions or need to contact us, you can write to:

**Driver and Vehicle Standards Agency**

**PO Box 343**

**Swansea SA1 2YS**

**Phone 01792 454336**

**Fax us on 01792 454367**

We may use the information we hold about your driving licence record (if you have one) for tachograph purposes.

If your personal details are now different to those shown on your driving licence, your driving licence must be returned to DVLA for amendment.

## 1. Your details

Please fill in the relevant parts of this section.

You do not have to hold a driving licence to apply for a digital tachograph workshop card.

The current address you provide must be your current home address. (We do not accept PO Box numbers.)

We can issue you with a digital tachograph workshop card only if you normally live in this country.

Please provide a daytime phone number and email address, so we can contact you if there is a problem with your application.

### **Change of name or address**

- a) If your address has changed since your last digital tachograph workshop card was issued, please enter your new and old details in section 1. If your home address changes, you must inform us so that our records can be updated. You will not receive a new workshop card.
- b) If your address has changed since your last licence was issued, please return your driving licence. If you have lost this you will need to apply for a duplicate by filling in a D1 application for a driving licence. If you currently have or are applying for a lorry, bus or minibus licence you must fill in a D2 application form. See page 10 for information on where to get this form.

We no longer issue paper licences. If you hold a paper driving licence and you are notifying any changes to your personal details you will need to fill in a D1 application for a driving licence. If you currently have or are applying for a lorry, bus or minibus licence, you must fill in a D2 application form.

- c) If your name is now different from that shown on the document you provide, you must also give us proof of your name change, for example, a marriage certificate, decree nisi or absolute, or deed poll declaration.

The evidence you provide must show a clear link between the name on your identity document and your current name.

## 2. Workshop details

### **Please note:**

Although workshop cards will be personally issued, they will also be attached to the approved centre in which you will be working. Should you be working in more than one approved calibration centre at the same time, you will need to make separate applications, one for each centre you work in.

### **Workshop details**

Fill in section 2 with the name and address of the approved centre in which you will be using the workshop card.

Fill in the expiry date of your current training certificate.

Fill in 1 with the approved centres authorisation, shown on authorisation (GV209).

Fill in 2 with your seal number if you are applying for a workshop card for use in an approved repair centre.

Do not fill in the unique fitter number section. This will be filled in by DVSA (Driver and Vehicle Standards Agency), when your application is received.

Please indicate whether or not the name and/or address of your workshop has changed since your last workshop card was issued, as these details will be shown on your workshop card.

### 3. Other digital tachograph cards held

Fill in section 3a), if you indicate 'Yes' please fill in the card number(s) already issued.

Fill in section 3b), if you indicate 'Yes' please fill in the company card number.

### 4. Reason for your application

All applications for workshop cards will need to be made through DVSA.

To enable you to use your workshop card you will require a personal identification number (PIN), this will be despatched to your home address. DO NOT disclose this PIN to anyone, including your employer or any enforcement officers. Your workshop card will be sent to you at your workplace address, under separate cover.

If you do not receive your workshop card within 5 days of receiving your PIN please contact the DVSA office in Swansea. Likewise, should you receive your workshop card and not have received your PIN, please contact the DVSA office in Swansea. See page 11.

If you key in the wrong PIN five times you will invalidate your card, and it will cease to function. You will therefore need to apply for a replacement card.

Each new card will be issued with a new PIN.

#### **First application**

Fill in section 4a) only if you are applying for your first digital tachograph workshop card, for use at a specific workshop.

**Replacements** (Replacing cards that have been lost, stolen, damaged or have malfunctioned)

Fill in section 4b) of the application form only if your card has been lost, stolen or has malfunctioned.

If your card has been lost or stolen, you should report the loss or theft to the DVSA office in Swansea by telephone and confirm by fax or in writing. See page 11.

If your card has malfunctioned, you must tell the DVSA office in Swansea. The malfunctioning card will need to be returned with a filled in application form for a replacement.

Fill in section 4c) only if you have not received your PIN code or you have entered an incorrect PIN code more than five times and invalidated the card.

**Exchange** (Changing the name or address on a workshop card).

Fill in section 4d if you want to exchange your workshop card.

You must get a new card if your name or the workshop address changes, or if your appearance changes significantly and you need a new photo on your card.

## 5. Confirming your identity

### Part A – Proving your identity digitally

If you fill in your UK passport number or a share code obtained from the Home Office View & Prove your Immigration status service, **you do not need to send the original document to DVLA.**

**Note:** a share code can be obtained from the Home Office View & Prove your immigration status service at: **[www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)**.

When you're asked what you need the share code for, you **must choose the option 'something else'**. This share code will be valid for 30 days to prove your immigration status and identity.

You will still need to provide a photo if this is your first photocard licence or if you wish to update your current photo.

### Part B – Documents enclosed to prove your identity.

You must provide original valid identity document(s) from the following list (you can't use the Post Office® document certification service). If the original has been lost, you will need to obtain a replacement **from the authority that issued the original.**

If the document(s) you provide is 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 original valid identity documents:

- a current and valid foreign passport, with a visa sticker or stamp (called a 'vignette') showing you have permission to live in the UK
- a current and valid Irish passport - it does not need to have a visa sticker or stamp

- a travel document
- a UK issued Biometric Residence Permit (BRP)

**Note** – You will still need to provide a photo if you wish to update your current photo.

- a UK birth or adoption certificate, UK certificate of naturalisation/registration and one other supporting identity document from the list below as these are not absolute proof of identity

**Supporting documents:**

- Your National Insurance (NI) card or a letter from the Department for Work and Pensions showing your NI number – the National Insurance Number cannot be a temporary number (usually starting with TN)
- original letter about a claim for state benefit
- P45, P60 or payslip
- marriage certificate, civil partnership certificate or divorce papers (decree nisi or decree absolute)
- student union card, education certificate, Young Scots card, citizen ID card or PASS Proof of age card (issued after June 2014)
- gender recognition certificate

**Please note:** 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.

**If you have reached State Pension age, you can provide originals of one of the following:**

- bank or building society statement, issued in the last three months, showing your pension payment
- letter from the Department for Work and Pensions issued in the last 12 months confirming your eligibility for the State Pension and showing your NI number (BR2102, BR2103 and BR5899)

**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 or statutory declarations.

## **Returning your identity documents**

Your digital tachograph workshop card should arrive within 15 working days of receiving your application. We will send back your proof of identity separately.

Please let us know if you do not receive your identity documents within 10 working days after receiving your digital tachograph workshop card. (After that time phone us on **0300 790 6801**).

If you would like us to send your identity documents by special/recorded delivery, please send us a prepaid, self-addressed, special/recorded delivery envelope.

If you do not receive your identity documents, you must contact us within two 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 to any claim after the two-month period.

We cannot guarantee to return your identity documents by a set date.

## **6. Signing your photo**

If you have agreed to us verifying your identity digitally with HM Passport Office or the Home Office, or you are providing an original valid passport, UK issued travel document, or BRP as proof of your identity, then you do not need someone 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:**

- be resident in the UK
- know you personally
- not be a relative, and
- not be a person living at the same address.

**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 or Members of the Scottish Parliament.

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

## **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.**

## 7. Your declaration

You **must** read the declaration and then 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.

### Document checklist

Please make sure you enclose all necessary documentation when you return your application form.

Tick the relevant boxes in section 7 to show what you are enclosing.

### General information

Any application received directly at DVLA will be returned to DVSA, which will result in a delay to the card being issued.

Applicants should be authorised persons/bodies who are responsible for the installation and maintenance of any Vehicle Units.

A Workshop Fitter can hold more than one Workshop Fitter Card as long as the Approved Workshop Centres are different.

All Workshop Fitter Cards are valid for one year and will have the expiry date of 31st March.

#### D1 Application Form

If you are applying for a photocard driving licence you must complete a D1 application form. These are available online at **[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)** or from Post Office® branches that offer Driver and Vehicle Services.

#### D2 Application Form

If you currently have, or are applying for a lorry, bus or minibus licence you must fill in a D2 application form. These are available to order online at **[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**. These are also available from Post Office branches that offer Driver and Vehicle services or direct from DVLA by phoning **0300 790 6801**.

## Where to send your application form

Send the form to us at:

Driver and Vehicle Standards Agency

PO Box 343

Swansea SA1 2YS

Telephone: 01792 454336

Fax: 01792 454367

DVSA handles your personal data in accordance with road traffic and data protection laws. The personal information you provide on this form will be used for the purposes of DVSA's statutory function of processing your application form. The data protection law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, please see our privacy policy at [www.gov.uk/dvsa/privacy](http://www.gov.uk/dvsa/privacy)



Driver & Vehicle  
Licensing  
Agency



# DVLA's digital services

## Save time – do it online!

- **Personalised registrations** – take a registration number off your vehicle and put a registration number on your vehicle
- **Vehicle registration** – tell us you've bought or sold a vehicle
- **Vehicle licensing** – tax or SORN your vehicle
- **Driving licences** – from applying for your provisional licence to viewing your driver details.

For all DVLA's secure online services, use the official GOV.UK website at: [gov.uk/browse/driving](https://www.gov.uk/browse/driving)

[youtube.com/dvlagov](https://www.youtube.com/dvlagov)

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