



Driver & Vehicle
Licensing
Agency

Certificates of destruction

Manual user guide



INVESTORS IN PEOPLE™
We invest in people Gold

Driver and Vehicle Licensing Agency (DVLA)
Longview Road
Morrison
Swansea
SA6 7JL



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Contents

| | | |
|----------------|---|-----------|
| 1 | Introduction | 4 |
| 2 | Purpose | 4 |
| 3 | Background | 4 |
| 4 | Manual certificates of destruction | 5 |
| 5 | Ordering replacement form | 7 |
| Annex A | Certificate of destruction V913 | 8 |
| Annex B | (Welsh) certificate of destruction V913W | 10 |
| Annex C | Notification of destruction V860 | 12 |
| Annex D | Vehicles subject to a certificate of destruction (CoD) | 13 |
| Annex E | When to use a CoD | 15 |

1. Introduction

1.1. All scrapped cars must be issued with an official CoD when they reach their end of life.

CoDs are for:

- passenger vehicles and light goods vehicles under 3.5 tonnes
- 3-wheeled motor vehicles.

Once Authorised treatment facilities (ATF) have scrapped a vehicle they generate a CoD securely through DVLA's online system.

1.2. There is no charge for using DVLA's online system which automatically:

- identifies any vehicles needing a CoD
- confirms that DVLA has been notified
- completes mandatory vehicle information on the CoD.

Users are given:

- statistical information on vehicles they destroyed
- assistance with bulk processing
- telephone support during office hours (8 am to 4 pm).

1.3. For more details on how to tell DVLA about a CoD using the online system email:

cod@dvla.gov.uk

2. Purpose

2.1. The purpose of this document is to provide guidance and tell you how to use the manual CoD (V913 or V913W). We have developed this for business customers who do not currently have access to the internet.

3. Background

3.1. We have produced a manual CoD for an ATF to issue to the last holder or owner of a vehicle. There is a paper notification of destruction (NoD) form V860 for vehicles outside the scope of CoD (defined in Annex A). To order stocks of this form go to section 5.

3.2. You need to issue a CoD for all vehicles described in Annex D. This covers all passenger carrying and light goods vehicles under 3,500kg and includes vehicles registered abroad.

3.3. You need to fill in **all** parts of the certificate. Missed information may result in us returning the certificate for more information.

4. Manual certificates of destruction

4.1. This section will tell you how to fill in the manual CoD (form V913 and V913W).

4.2. We issue all ATFs with these forms. As an ATF you must make sure that the forms:

- **are stored in a secure environment such as a locked cabinet**
- **are only accessed by authorised staff**
- **under copies are sent to DVLA within seven working days after issue.**

4.3. Only issue a CoD for vehicles that fall within the scope of the scheme (see Annex D). For any vehicle outside the scope, you should notify it as destroyed using the notification of destruction form V860 (Annex C).

4.4. You should fill in Part 1 of the form (the top copy) (Annex A1 or B1) in **block capitals** using **black ink** to clearly reproduce the data on part 2 (the under copy) (Annex A2 or B2).

4.5. Filling in of details

4.5.1. The certificate is a self carbonating form. Before you fill in the certificate, place the pull out cardboard flap beneath the under copy and on top of the next certificate. This will prevent the details you have filled in being copied onto the next document.

4.5.2. **Certificate no:** Each certificate is pre printed with a unique traceable certificate number. **You must not change this number.**

4.5.3. **Issuing establishment:** The issuing establishment must show the same name and address details for your organisation as those shown on your ATF licence document. You can either write or stamp the details of the issuing establishment. **If you use a stamp, use black ink and make sure you can clearly see the details on the under copy of the form.**

4.5.4. **Licence no:** Fill in the ATF licence number you were issued by the Environment Agency (EA) or Scottish Environment Protection Agency (SEPA).

4.5.5. **Licensing authority:** Fill in the full name and address of the licensing authority (EA, SEPA or National Resources Wales/Cyfoeth Noturiol Cymru (NRW)) who has provided you with a licence number. This should be the national headquarters address not your local EA, SEPA or NRW office.

4.5.6. **Registration number:** Fill in the full vehicle registration number.

4.5.7. **Validation character:** The validation character is also known as the check digit. You can find it on the V5C logbook on the inside page of the document.

If you cannot get the check digit you must put an asterisk in the field**

If the vehicle has been registered abroad you can leave this field blank.

- 4.5.8. **Chassis/frame number (VIN):** Fill in the full VIN or frame number. This is shown on the V5C log book when available. You should check the number against the VIN shown on the vehicle.
- 4.5.9. **Date of Issue:** Fill in the date you fill in the CoD. All notifications of scrapping should be made as soon as possible after the decision to destroy the vehicle. However, in exceptional circumstances we can accept retrospective notifications of scrapping for a period not exceeding 12 months after the date of destruction.
- 4.5.10. **Make:** Fill in the full make (as shown on the V5C logbook where available) such as; FORD, VAUXHALL, PEUGEOT.
- 4.5.11. **Model:** Fill in the full model (as shown on the V5C logbook where available) for example; Corsa GLS 16V, Golf CL.
- 4.5.12. **Class:** You must choose a vehicle class from M1, N1 or 3-wheeler by deleting the classes you do not need. See Annex D for a definition of vehicle classes. If the vehicle does not fit one of the definitions given it is outside of the scope of the scheme and no CoD should be issued.
- 4.5.13. **Country of Registration:** Fill in the country where the vehicle is currently registered.
- 4.5.14. **Registration document or certificate has been checked and retained:** Delete as appropriate whether you have checked and retained the registration document or certificate (V5C logbook). If the registration document or certificate is present you must keep it in a secure place for 12 months. After 12 months you must shred it under secure conditions.
- 4.5.15. **Declaration:** Tick the appropriate boxes, sign and print your name on the CoD.
- 4.5.16. **Holder or owner presenting vehicle:** Fill in the holder or owner's full name, address and full postcode.

Please note. The name and address details do not come through on the under-copy of the certificate. DVLA do not need this information. Do not add it to the under-copy before you send it to DVLA.

- 4.5.18. **Nationality:** The 'Nationality of holder' is a mandatory field. If the person presenting the vehicle for destruction refuses to provide this information, you will not be able to issue a CoD.
- Where the police or a local authority (or any similar body) present the vehicle for destruction fill in 'Not applicable' in the Nationality field.
- 4.5.19. **Signature and date:** The holder or owner must sign and date the bottom of the certificate.

- 4.6. **Once you fill in the CoD, pass part 1 to the customer.**
- 4.7. Send **part 2 of the certificate to the following address within 7 working days:**

CREDIS
DGFE
DVLA
Swansea
SA99 1AR

- 4.8. **Spoilt Certificates:** If a certificate is, damaged or not filled in correctly, draw two diagonal lines across both copies and write the word 'SPOILT' across them. Keep both parts in a register (such as a ring binder) used only for that purpose, in a secure place for 12 months. After 12 months you should shred the certificate.

5. Ordering replacement form stocks

- 5.1. To order stocks of V860, V913 or V913W please write to:

email: Stores.order.forms@dvla.gov.uk

Mail: D Basement Stores

DVLA

Swansea

SA6 7JL

Phone: 01792 783182

- 5.2. Your letter must be on company headed paper and include:

- company letterhead
- company name
- full address
- environment agency permit number
- the quantity of documents required.

- 5.3. We supply the Certificates of Destruction V913 and V913W in pads of 25.

- 5.4. V860 are supplied in sets of 100.

**Keep up to date
with our latest
news and services.**

[gov.uk/dvla](https://www.gov.uk/dvla)

Annex A 1

V913 part 1 (top copy)



Driver & Vehicle
Licensing
Agency

Certificate of Destruction

Part 1

THIS CERTIFICATE IS DESIGNED TO HELP DETECT AND DETER CRIMINAL ACTIVITY. IT IS TO BE COMPLETED BY THE DESTROYER AS CONFIRMATION THAT A VEHICLE HAS BEEN OR WILL BE DESTROYED AND WILL **NEVER** APPEAR ON THE ROAD AGAIN. **V913**
5/11

Please complete using CAPITAL LETTERS and black ink.

| | |
|------------------------------|----------------------------|
| Certificate No: M/ | |
| Licence No: | |
| Issuing Establishment | |
| | Licensing Authority |

Vehicle Details

| | | | |
|-------------------------------------|--|-----------|------------------------|
| Registration Number | | | |
| Validation Character (if available) | | | |
| Chassis / Frame Number (VIN) | | | |
| Date of issue | Registration Certificate (V5C) has been checked and retained | YES / NO* | *Delete as appropriate |
| Make | Model | | |
| Class M1 / N1 / 3-wheeler* | Country of Registration | | |

Declaration

I confirm that the vehicle described above:

- has been destroyed
- will be destroyed

Tick ONE box

Signed: _____ Print Name: _____

Holder/Owner Presenting Vehicle



| | |
|--------------|------------|
| Name: | |
| Address: | |
| | Post Code: |
| Nationality: | |
| Signature: | Date: |

**NOTE: NO FURTHER REGISTRATION CERTIFICATE WILL BE ISSUED FOR THIS VEHICLE
DO NOT SEND THIS FORM TO DVLA. RETAIN FOR YOUR RECORDS.**



Annex A 2

V913 part 2 (undercopy)

| | |
|---|--|
|  Driver & Vehicle Licensing Agency | 1 Part 2 |
| Certificate of Destruction | |
| THIS CERTIFICATE IS DESIGNED TO HELP DETECT AND DETER CRIMINAL ACTIVITY. IT IS TO BE COMPLETED BY THE DESTROYER AS CONFIRMATION THAT A VEHICLE HAS BEEN OR WILL BE DESTROYED AND WILL NEVER APPEAR ON THE ROAD AGAIN. V913 5/11 Please complete using CAPITAL LETTERS and black ink. | |
| Certificate No: M/ | |
| Licence No: | |
| Issuing Establishment | |
| Licensing Authority | |
| Vehicle Details | |
| Registration Number | <input type="text"/> |
| Validation Character (if available) | <input type="text"/> |
| Chassis / Frame Number (VIN) | <input type="text"/> |
| Date of issue | <input type="text"/> |
| Registration Certificate (V5C) has been checked and retained | YES / NO* *Delete as appropriate |
| Make | MKE <input type="text"/> Model <input type="text"/> |
| Class | M1 / N1 / 3-wheeler* MDL <input type="text"/> Country of Registration <input type="text"/> |
| Declaration | |
| I confirm that the vehicle described above: • has been destroyed <input type="checkbox"/> • will be destroyed <input type="checkbox"/> Tick <input checked="" type="checkbox"/> ONE box | |
| Signed: _____ | Print Name: _____ |
| Please send this copy, within 7 working days, to: DVLA SWANSEA SA99 1AR NOTE: NO FURTHER REGISTRATION CERTIFICATE WILL BE ISSUED FOR THIS VEHICLE | |
|  | 5/11 |

Annex B 1

V913W (Welsh) part 1 (top copy)



Driver & Vehicle Licensing Agency
Asiantaeth Trwyddedu Gyrwyr a Cherbydau

Certificate of Destruction/Tystysgrif Dinistrio

Part/Rhan 1

THIS CERTIFICATE IS DESIGNED TO HELP DETECT AND DETER CRIMINAL ACTIVITY. IT IS TO BE COMPLETED BY THE DESTROYER AS CONFIRMATION THAT A VEHICLE HAS BEEN OR WILL BE DESTROYED AND WILL NEVER APPEAR ON THE ROAD AGAIN. **V913W**
CAFODD Y DYSTYSGRIF HON EI LLUNIO I HELPŲ CANFOD A RHWYSTRO GWEITHGARWCH TROSEDDOL Y DINISTRWR SYDD I FOD I'W LLENWI I GADARNHAU BOD Y CERBYD WEDI, NEU N MYND I GAEL EI DDINISTRIO, AC NA FYDD FYTH YN YMDDANGOS AR Y FFORDD ETO. **9/13**

Please complete using CAPITAL LETTERS and black ink/Defnyddiwch BRIF LYTHRENNAU ac inc du wrth lenwi hon

| | |
|--|--|
| Certificate No: Rhif Tystysgrif: M/ | |
| Licence No: Rhif y Drwydded: | |
| Issuing Establishment/ Y Sefydliad sy'n ei Rhoi | |
| Licensing Authority/Awdurdod Trwyddedu | |

Vehicle Details/Manylion y Cerbyd

| | |
|--|--|
| Registration Number/ Rhif Cofrestru | |
| Validation Character (if available/ Nod Dilysu (os ar gael) | |
| Chassis/Frame Number (VIN) Rhif Siasi/Ffrâm (VIN) | |
| Date of issue/ Dyddiad ei Rhoi | Registration Certificate (V5C) has been checked and retained/ Tystysgrif Cofrestru (V5CW) wedi'i gwirio a'i chadw |
| Make/ Gwneuthuriad | YES / YDY* NO / NAG YDY* *Delete as appropriate/ *Dilêr fel y bo angen |
| Class/ Dosbarth | Model/Model |
| M1 / N1 / 3-wheeler/olwyn* | Country of Registration/ Gwlad y'i cofrestrwyd |

Declaration/Datganiad

I confirm that the vehicle described above/
Rwy'n cadarnhau bod y cerbyd a ddisgrifir uchod:

- has been destroyed/wedi'i ddinistrio
- will be destroyed/yn mynd i gael ei ddinistrio

Tick 3 ONE box / Ticiwch 3 UN blwch

| | |
|-----------------|--------------------------------|
| Signed/Llofnod: | Print name/Printiwch eich enw: |
|-----------------|--------------------------------|

Holder/Owner Presenting Vehicle Y Daliwr/Perchennog sy'n Rhoi'r Cerbyd

| | |
|---------------------|---------------------|
| Name/Enw: | |
| Address/Cyfeiriad: | |
| | Post Code/Côd Post: |
| Nationality/Cenedl: | |
| Signature/Llofnod: | Date/Dyddiad: |

NOTE: NO FURTHER REGISTRATION CERTIFICATE WILL BE ISSUED FOR THIS VEHICLE
SYLWER: NI RODDIR TYSTYSGRIF COFRESTRU ARALL AR GYFER Y CERBYD HWN
DO NOT SEND THIS FORM TO DVLA. RETAIN FOR YOUR RECORDS/PEIDIWCH AG ANFON Y FFURFLEN HON AT DVLA.
CADWCH HI AR GYFER EICH COFNODION.



Annex B 2

V913W (Welsh) part 2 (undercopy)



Driver & Vehicle Licensing Agency
Asiantaeth Trwyddedu Gyrwyr a Cherbydau

1

Certificate of Destruction/Tystysgrif Dinistrio

Part/Rhan 2

THIS CERTIFICATE IS DESIGNED TO HELP DETECT AND DETER CRIMINAL ACTIVITY. IT IS TO BE COMPLETED BY THE DESTROYER AS CONFIRMATION THAT A VEHICLE HAS BEEN OR WILL BE DESTROYED AND WILL NEVER APPEAR ON THE ROAD AGAIN. **V913W**
9/13
CAFODD Y DYSTYSGRIF HON EI LLUNIO I HELPŪ CANFOD A RHŪWYSTRŌ GWEITHGARWCH TRŌSEDDOL Y DINISTRŪWR SYDD I FOD I'W LLENWŪ I GADARNHŪ BOD Y CERBYD WEDI, NEU'N MYND I GAEL EI DDINISTRIO, AC NA FYDD **FYTH** YN YMDDANGŌS AR Y FFORDD ETO.
Please complete using CAPITAL LETTERS and black ink/Defnyddiwch BRIF LYTHRENNŪ ac inc du wrth lenwi hon.

| | |
|--|---|
| Certificate No: Rhif Tystysgrif: M/ | Licensing Authority/Awdurdod Trwyddedu |
| Licence No: Rhif y Drwydded: | |
| Issuing Establishment/ Y Sefydliad sy'n ei Rhoi | |

Vehicle Details/Manylion y Cerbyd

| | | | |
|---|--|---|---|
| Registration Number/ Rhif Cofrestru | | | |
| Validation Character (if available)/ Nod Dilysu (os ar gael) | | | |
| Chassis/Frame Number (VIN)/ Rhif Siasi/Frām (VIN) | | | |
| Date of issue/ Dyddiad ei Rhoi | Registration Certificate (V5C) has been checked and retained/ Tystysgrif Cofrestru (V5CW) wedi'i gwirio a'i chadw | YES / YDY* NO / NAG YDY* | *Delete as appropriate/ *Dilēer fel y bo angen |
| Make/ Gwneuthuriad | MKE | Model/Model | |
| Class/ Dosbarth | M1 / N1 / 3-wheeler/olwyn* MDL | Country of Registration/ Gwlad y'i cofrestrwyd | |

Declaration/Datganiad

I confirm that the vehicle described above: has been destroyed/wedi'i ddinistrio Tick3ONE box
Rwy'n cadarnhau bod y cerbyd a ddisgrifir uchod: will be destroyed/yn mynd i gael ei ddinistrio Ticwch3UN blwch

| | |
|-----------------|--------------------------------|
| Signed/Llofnod: | Print name/Printiwch eich enw: |
|-----------------|--------------------------------|

Please send this copy, within 7 working days, to:
Anfonwch y copi hwn, o fewn 7 diwrnod gwaith, at:

**DLA
SWANSEA/ABERTAWE
SA99 1AR**


**NOTE: NO FURTHER REGISTRATION CERTIFICATE WILL BE ISSUED FOR THIS VEHICLE
SYLWER: NI RODDIR TYSTYSGRIF COFRESTRU ARALL AR GYFER Y CERBYD HWN**



9/13

Annex C

Notification of destruction V860



Driver & Vehicle
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Agency

1

V860

Notification of Destruction to DVLA

THIS NOTIFICATION IS DESIGNED TO HELP DETECT AND DETER CRIMINAL ACTIVITY. IT IS TO BE COMPLETED BY THE DISMANTLER AS CONFIRMATION THAT A VEHICLE HAS BEEN OR WILL BE BROKEN UP OR CRUSHED AND WILL **NEVER** APPEAR ON THE ROAD AGAIN.

N.B. The Registration Document/Certificate (V5/V5C) should have been sent to DVLA by the INSURER, but if it is in your possession please return it with this certificate. The registered keeper will retain responsibility for the vehicle until notified of its sale, scrap, export or theft.

Now either: 1. **SEND THIS CERTIFICATE IMMEDIATELY TO DVLA, SWANSEA, SA99 1AR**
or
2. **NOTIFY US ELECTRONICALLY VIA www.dvlaonline.gov.uk**

1 Vehicle details

Registration Mark 2 Validation Character 3
(if available)

Official Use Only

MKE 4 MDL 5 Date of scrapping 6
(Use date of acquisition)

FULL VIN/Chassis/frame number

Make Model Body type (e.g. saloon)

Colours Mileage Registration Document/
Certificate (V5/V5C) attached YES/NO

2 Damage details

(Please tick as appropriate)

Impact Burnt Stripped Flood End of life vehicle

Contamination Hazardous Non-Hazardous

3 Declaration

- This vehicle has been or will be permanently crushed or broken
- The chassis/bodyshell has been crushed
- The chassis/bodyshell will be crushed *Tick one box only*


• Signature Date

Name and address
of salvage company

Postcode

Telephone No.

**NOTE: NO FURTHER REGISTRATION CERTIFICATE
WILL BE ISSUED FOR THIS VEHICLE**



CUSTOMER
EXCELLENCE

8/05

Annex D

Vehicles subject to CoD

Definition of passenger vehicles (M1)

M1 vehicles are passenger cars that meet the following criteria:

- Revenue weight of 3500 kg or less
- Seating capacity of 9 or less
- Body type in one of the following categories:

| | |
|-----------------------|------------------------------------|
| 01 – 2 door saloon | 02 – 4 door saloon |
| 03 – Saloon | 04 – Convertible |
| 05 – Coupe | 06 – Estate |
| 07 – Taxi | 09 – Tricycle |
| 10 – Goods tricycle | 12 – Limousine |
| 13 – 3 door hatchback | 14 – 5 door hatchback |
| 21 – Sports | 54 – Utility 4x4 |
| 62 – Tourer | 96 – MPV – (multi purpose vehicle) |

Definition of non passenger vehicles (N1)

N1 vehicles are used for the carriage of goods and have a:

- Revenue weight is 3500 kg or less
- Body type in one of the following categories:

| | |
|-----------------------|---------------------------|
| 22 – Panel van | 23 – Box van |
| 24 – Car derived van | 25 – Light van |
| 26 – Pick up | 27 – Motor home/caravan |
| 28 – Van/side windows | 29 – Light goods |
| 31 – Luton van | 32 – Insulated van |
| 33 – Glass carrier | 34 – Specially fitted van |
| 35 – Van | 38 – Flat lorry |
| 39 – Dropside lorry | 60 – Minibus |

Definition of three wheeled motor vehicles

A three wheeled motor vehicle meets the following criteria:

- Vehicles registered with – a 3 wheel wheelplan
- Revenue weight is 3500 kg or less
- Body type is one of the following:

01 – 2 door saloon

03 – Saloon

05 – Coupe

07 – Taxi

10 – Goods tricycle

13 – 3 door hatchback

21 – Sports

23 – Box van

25 – Light van

27 – Motor home/caravan

29 – Light goods

32 – Insulated van

34 – Specially fitted van

38 – Flat lorry

54 – Utility 4x4

62 – Tourer

02 – 4 door saloon

04 – Convertible

06 – Estate

09 – Tricycle

12 – Limousine

14 – 5 door hatchback

22 – Panel van

24 – Car Derived van

26 – Pick up

28 – Van/side windows

31 – Luton van

33 – Glass carrier

35 – Van

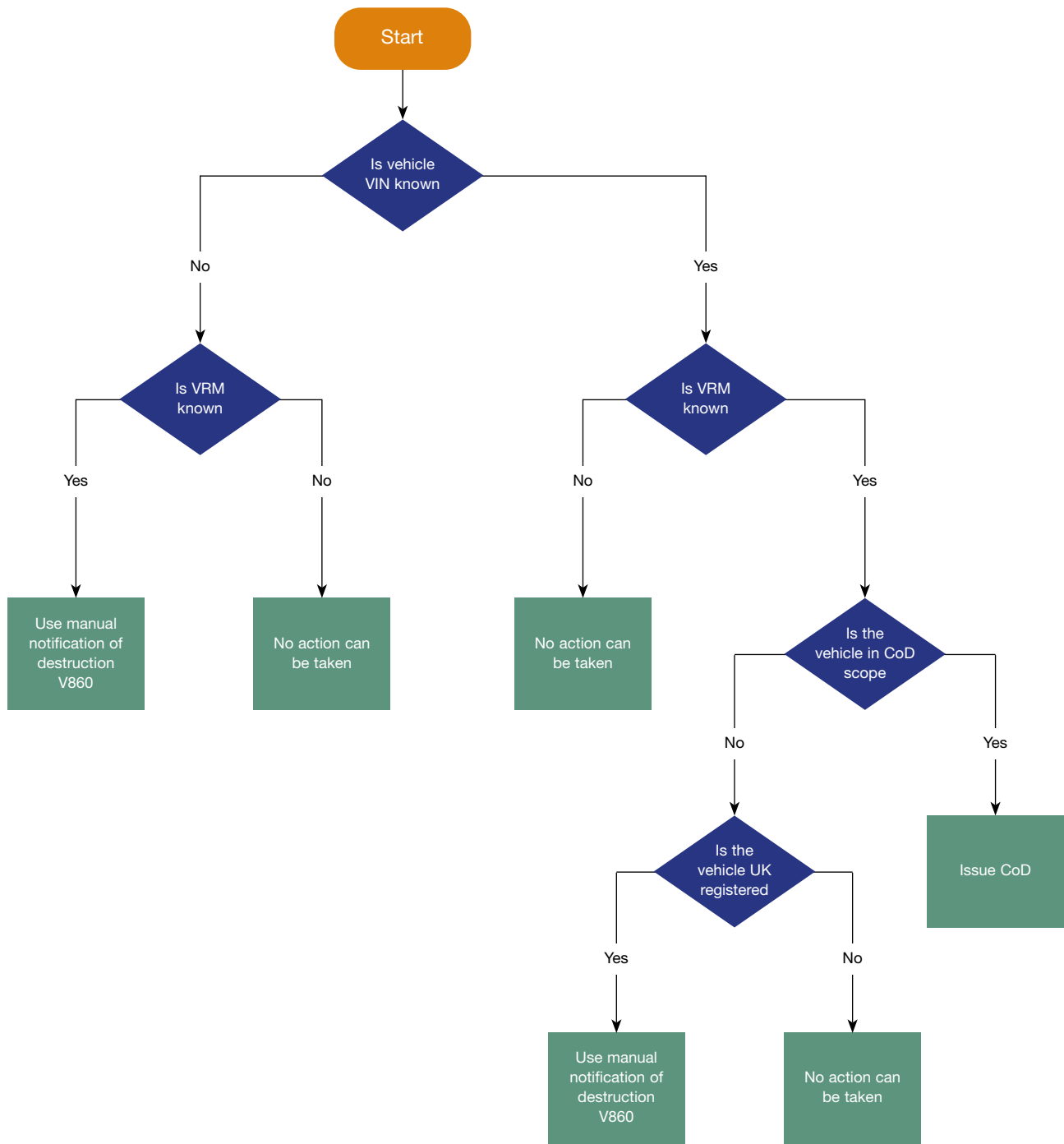
39 – Dropside lorry

60 – Minibus

96 – MPV – (multi purpose vehicle)

Annex E

When to issue a CoD



NB: Once a CoD is issued there is no legal provision to cancel or reverse this.

