



Driver & Vehicle
Licensing
Agency

Certificates of Destruction

Interactive user guide



Silver
Until 2019

Simpler | Better | Safer

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



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Introduction

The Driver and Vehicle Licensing Agency (DVLA) provide an online system to allow an Authorised Treatment Facility (ATF) to issue a Certificate of Destruction (CoD) and Notification of Destruction (NoD).

The service is accessible from: www.dft.gov.uk/dvla-online/

This guide will explain how to use the CoD service.

Note: By issuing a CoD or by providing a NoD when using this system you are meeting your legal obligations which can be viewed on the login page.

The system features include:

- automated identification of those vehicles requiring a CoD
- immediate confirmation that DVLA have been notified
- automatically generated Certificates of Destruction
- access to statistical information on vehicles that you have destroyed
- bulk processing facility
- currently there is no charge for use of the system, and
- email and phone support for users.

Contact details

For password issues and resets
0300 123 0793.

Monday to Friday 8am to 7pm

Saturday 8am to 2pm.

CoD team 0300 123 1345

Monday to Friday from 8am to 5pm.

Email: cod@dvla.gov.uk

Certificates of Destruction,
Digital Services Support Team
DVLA
Swansea
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Background

DVLA's electronic system allows an Authorised Treatment Facility (ATF) to meet the terms of the End of Life Vehicle (ELV) Directive when depolluting and destroying certain vehicle types.

This system allows ATFs to issue the person presenting the vehicle with a Certificate of Destruction (CoD).

You should only issue a Certificate of Destruction for vehicles that are stipulated in the End of Life Directive 2000/53/EC and the End of Life Vehicles Regulations 2003*.

The ATF will issue a Certificate of Destruction (CoD) to the vehicle presenter and DVLA will update the vehicle record to show it. We will close the vehicle record when there is a match against our database.

If a vehicle such as a lorry or a motorhome is not covered by the regulations we use a Notification of Destruction (NOD) to update the information. The ATF will input the vehicle details on the CoD database and the CoD system will automatically update the details as a NoD and update the vehicle record.

The vehicle record is updated to reflect a Notification of Destruction, however the vehicle record is not closed down, and there is no official certificate issued.

If the vehicle is outside the scope for CoD, a certificate will not be issued, however a Notification of Destruction will be sent to DVLA to confirm the vehicle has been destroyed.

DVLA online allows users to notify destruction of vehicles by two means:

- Individual transactions
- File upload

*From exit day The Road Vehicles (Registration, Registration Plates and Excise Exemption) (Amendment) (EU Exit) Regulations 2018 replaces the above reference to the EU End of life Vehicles Directive with references to the UK End of life Vehicles Regulations 2003 which transposed it.

Vehicles that should be issued with a CoD

CoD category of vehicles that require a Certificate of Destruction

The following vehicles need a CoD by law (defined in EC directive 92/61/EEC)

Passenger vehicles (Code M1 on the CoD certificate)

Passenger cars that are:

under 3,500 Kg in weight

9 or less seats

Have a body type in one of the following categories:

2 Door Saloon	-	4 Door Saloon
Saloon	-	Convertible
Coupe	-	Estate
Taxi	-	Tricycle
Goods Tricycle	-	Limousine
3 Door hatchback	-	5 Door hatchback
Sports	-	Utility 4x4
Tourer	-	MPV – (multi purpose vehicle)

Three wheeled motor vehicles

A three-wheeled motor vehicle meets the criteria if it is:

Under 3,500 Kg in weight

Has a body type in any of the categories listed for passenger vehicles or goods vehicles.

Non-passenger vehicles (Code N1 on the CoD certificate)

Goods vehicles that are:

Under 3,500 Kg in weight

Have a body type in one of the following categories:

Van	-	Panel van
Car derived van	-	Box van
Light van	-	Pick up
Motor home/caravan	-	Van/side windows
Light goods	-	Luton van
Insulated van	-	Flat lorry
Glass carrier	-	Specially fitted van
Dropside lorry	-	Minibus

Vehicles that would require a Notification of Destruction

The following vehicles would be updated as a Notification of Destruction

- | | |
|-------------------------------|-----------------------|
| - Agricultural machine | - Tractor |
| - Airport support unit | - Ambulance |
| - Breakdown truck | - Bulldozer |
| - Cesspool emptier | - Combine harvester |
| - Concrete mixer | - Crane |
| - Curtain side | - Bus/coach |
| - Float | - Forage harvester |
| - Front dumper | - Goods |
| - Gritting vehicle | - Hearse |
| - Hydraulic excavator | - Lift truck |
| - Line painter | - Livestock carrier |
| - Loading shovel | - Low loader |
| - Motorcycle | - Mowing machine |
| - Pantehnicon | - Rear digger |
| - Refuse disposal | - Road stripper |
| - Road surfacer | - Root crop harvester |
| - Roller | - Scooter |
| - Skip loader | - Moped |
| - Snow plough | - Solid bulk carrier |
| - Special mobile unit | - Special purpose |
| - Sprayer | - Truck |
| - Tower wagon | - Tipper |
| - Telescopic material handler | - Fire engine |
| - Car transporter | - Viner/picker |

Also if the vehicle has:

10 or more seats

Is over 3,500 Kg

These body types will be updated as a Notification of Destruction:

- | | |
|------------------|-------------------------------|
| - Tourer | - Limousine |
| - Utility 4 x 4 | - MPV (Multi purpose vehicle) |
| - Pick up | - Motorhome/caravan |
| - Flat lorry | - Minibus |
| - Dropside lorry | - Specially fitted van |
| - Box van | - Panel van |

Log-on procedures

Security

Before you can access www.dft.gov.uk/dvla-online/ you will need a unique Username/ID and password.

When you have been provided with a temporary password or you have chosen your own password.

You must make sure that your:

- password is unique
- password is known only to yourself
- username and password are secure, and
- username and password is not used by anyone else.

You are responsible for all activity associated with the terminal once you have logged on and until the session is terminated.

A user must not leave the terminal unattended and must log off before leaving the terminal or at the end of each session.

- **If you suspect any unauthorised use of the system. You must contact DVLA's Security Officer Tel: 01792 783627 during normal office hours.**

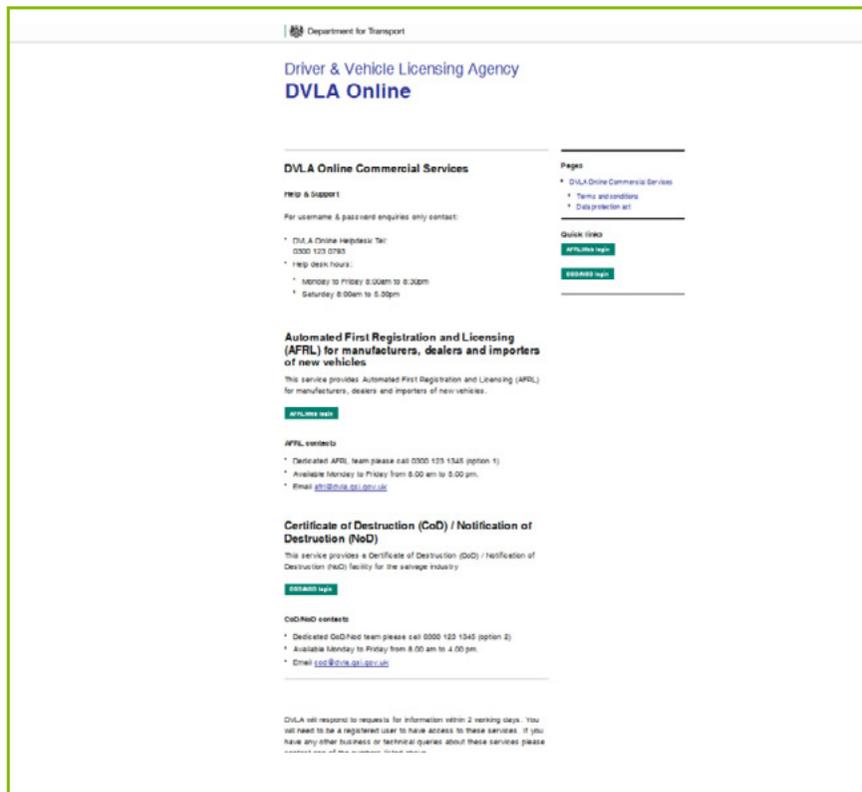
Username/IDs

Each individual that requires access to the service will be required to fill in an application form (V928/2), for a username /ID. These forms are available by emailing cod@dvla.gov.uk

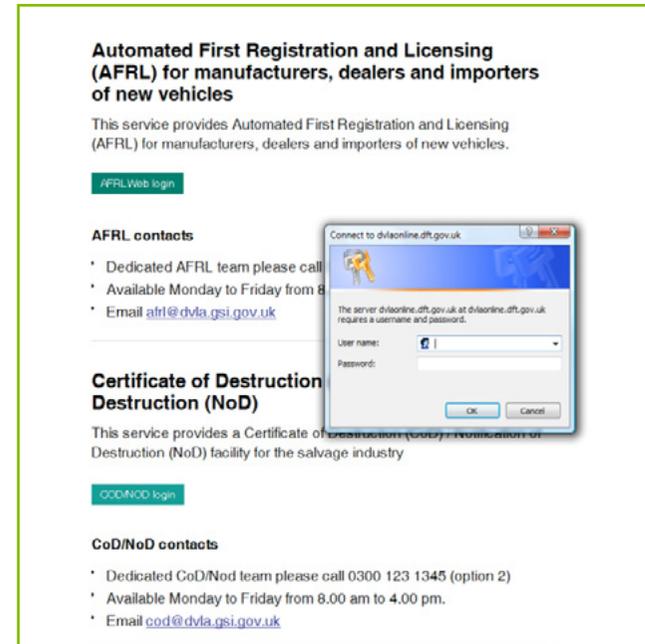
On receipt of an application, the DVLA will email the applicant with logging-on information.

How to access DVLA online

Using Internet Explorer go to www.dft.gov.uk/dvla-online/ using your address bar at the top of the screen. The DVLA Online homepage will now be displayed.



Click on the COD/NOD 'Log on' button. The 'Password' box will then be displayed.



On entering the site you are confirming that you agree to the Agencies terms and conditions.

- Enter your user name/ID in the 'User name' box.
- Enter your password in the 'Password' box.
- Do not enter a tick in the 'Save password' checkbox.
- Click on the 'OK' button. The 'Password' box will disappear and be replaced by the 'Scrap a vehicle' screen.

The buttons at the top of the screen will take you to the following screens:

The screenshot shows the 'Scrap a Vehicle' page on the DVLA website. At the top, there is a navigation menu with buttons for Home, Scrap a Vehicle, Statistics, FileUpload, Unidentified Vehicles, Change Password, ATF Enquiry, and Logout. The main heading is 'Scrap a Vehicle'. Below it, a green box contains the following fields: VIN (with a sub-field for the last 6 digits), VRM (with a dropdown for 'Registration Documentation Checked and Retained'), Check Digit, and Date of Scrapping (format DD/MM/YYYY). There are 'Submit' and 'Reset' buttons at the bottom of the form. A footer note states: 'You last logged in on 01/08/2013 13:35:23. If you think your account has been accessed by someone else, please contact DVLA IT Security on 01792 783627'. The page footer includes 'Crown Copyright © 2013 Driver & Vehicle Licensing Agency Last modified: 19 Jan.2013'.

- **Home** – the DVLA Online homepage.
- **Scrap a vehicle** – Choose this option when you enter the details of a vehicle that is to be de-polluted.
- **Statistics** – This lets you to receive reports on vehicles you have destroyed.
- **File upload** – This lets you to send a pre prepared file of vehicle details.
- **Unidentified vehicles** – Choose this option only when you have to enter details for a vehicle with unknown identity.
- **Change password** – As described in section 5.
- **Logout** – This is used to leave DVLA OnLine.

Passwords

The first time that you log on or when you are issued with a temporary password a dialogue box will be displayed asking you to change your password.



Once logged on to the system you can change your password using the **'Change password'** button on the menu.

The system will display the **'Change password'** box on the menu.

The screenshot shows the 'Change Password' form. It has a title bar 'Change Password' and the following fields: Login ID (with the value 'paul' in red), Old Password, New Password, and Confirm Password. A 'Change Password' button is located at the bottom of the form.

- Enter your current or temporary password in the box marked **'Old password'**
- Enter your new password in the boxes marked **'New password'** and
- **'Confirm password'** and click on the **'Change password'** button.

Password rules

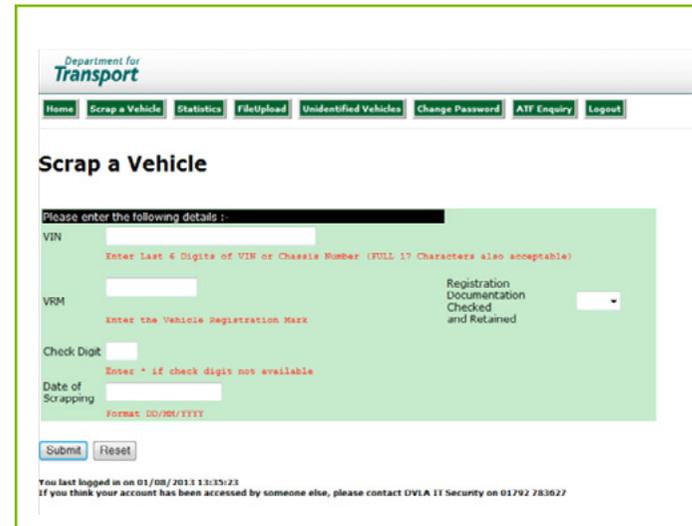
- Passwords must have at least 8 characters.
- Passwords must have both alpha (A-Z) and numeric (1-9) characters.
- Passwords must be different from the username.
- Your password is only valid for 60 days.
- We record unsuccessful attempts to log on. If 3 consecutive unsuccessful log on attempts are made your access will be denied. You will then need to contact the password reset line on 0300 123 0793 to be issued with a temporary password.
- Your password cannot be something you have used before.

You can change your password at any time using the '**Change password**' option.

Note: The password is case sensitive so if you use lowercase or uppercase letters you must use them in the same way each time you access the system.

Scraping a vehicle

To notify the DVLA that a vehicle is scrapped/depolluted you will need to input the vehicles information accurately on the '**Scrap a vehicle**' screen.



The screenshot shows the 'Scrap a Vehicle' form on the Department for Transport website. The form is titled 'Scrap a Vehicle' and includes a navigation menu with options: Home, Scrap a Vehicle, Statistics, File Upload, Unidentified Vehicles, Change Password, ATF Enquiry, and Logout. The form itself is green and contains the following fields and instructions:

- VIN:** Enter Last 6 Digits of VIN or Chassis Number (FULL 17 Characters also acceptable)
- VRM:** Enter the Vehicle Registration Mark
- Check Digit:** Enter * if check digit not available
- Date of Scrapping:** Format DD/MM/YYYY

There is also a dropdown menu for 'Registration Documentation Checked and Retained' and 'Submit' and 'Reset' buttons at the bottom. A footer note states: 'You last logged in on 01/08/2013 13:15:23. If you think your account has been accessed by someone else, please contact DVLA IT Security on 01792 783027'.

Vehicle Identification Number/Chassis (VIN) and Vehicle Registration Number (VRN)

Enter either:

1. the full 17 digit VIN and VRN
2. the last 6 digits of the VIN and VRN, or
3. the full 17 digit VIN (only when the VRN is not known).

No other information apart from the vehicles VIN should be entered here.

Acceptable characters for a VIN are:

- Alpha (A-Z) except letters 'O' and 'I'
- Numeric (0-9)
- Symbols as follows, forward slash '/', hyphen '-' and full stop '.'

You should always use the VRN of the vehicle if you know it.

If the VRN is not available do not enter any information in the VRN box.

Registration certificate checked and retained

If you have the registration certificate (V5C) choose 'Y' from the drop down menu. You should mark this certificate as cancelled and you must retain it for 12 months, after which you can destroy it.

If you do not have the registration certificate (V5C) choose 'N' from the drop down menu. You do not need a V5C to issue a Certificate of Destruction.

Validation character (check digit)

If you have the registration certificate and entered 'Y', you must enter the validation character. It can be found next to the VRN in the Vehicle details section of the registration certificate (V5C). If you do not have the registration certificate select 'N' from the drop down menu and enter * in the check digit box.

Date of scrapping

You must enter the date in the following format: DD/MM/YYYY

Note: you must not enter a date in the future.

Click on **'Submit'**.

If the vehicle details you have provided exactly match DVLA's record for a vehicle the **'Scrap a UK vehicle'** screen will appear with additional vehicle details filled in.

- Check that the make and model details match the vehicle that has been presented. And check that VRN is correct.

- If the details are incorrect click on 'Reject' and refer to section 8.

Home Scrap a Vehicle Statistics FileUpload Unidentified Vehicles Change Password Logout

Scrap a UK Vehicle

Vehicle Details

VIN	VN1F9CGMS2442160S
VRM	Y93DUY
Check Digit	D
Make	VAUXHALL
Model	MOVANO DTI 3500 LWB
Date Of Scrapping	20/10/2005

Holder Details

Name Use Last Name and Address

Address

Town

Post Code

Nationality Of Holder

Confirm Transaction Reject Back Reprint View Certificate Next Transaction

Fill in the holder details, enter the name and full address of the person/company who require the Certificate of Destruction (COD).

Enter the **'Nationality of holder'**. If a company or organisation requires the COD enter **'Not applicable'** in the **'Nationality of holder'** box.

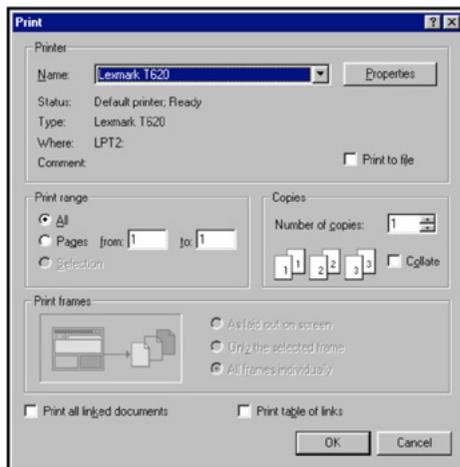
When you have filled in all the boxes click on the **'Confirm transaction'** button.

The next screen to appear will be the **'Print'** screen.

Printing a Certificate of Destruction

Click **'OK'** to print a certificate.

Note: If **'Cancel'** is chosen at this point, no certificate will be printed. However, the transaction will have been accepted and DVLA records will have been updated.



Your 'Print' screen may appear differently to the example above.

If you require a copy of the CoD certificate for your records, click on the **'Reprint'** button at the bottom of the **'Scrap a uk vehicle'** screen.

Example of a Certificate of Destruction (CoD).

- Once the certificate has been printed you must ensure that both the holder and you sign the certificate and check the VRN is correct.
- You should give the Certificate of Destruction to the customer within 7 days of issuing it. The customer should sign and keep certificate for their own personal records. They should also not send the certificate to DVLA.
- If you are sending the certificate to the holder, advise them to sign it and keep it for their records.

After you click **'Close'** you return to the **'Scrap a uk vehicle'** screen.

Vehicle details not matched

This section will explain what happens when the vehicle details such as make/model that have been pre-populated on to the screen by DVLA do not match the vehicle that you wish to notify as scrapped.

If you have entered the VRN and/or VIN correctly and it does not match the DVLA records you will be asked **'Did you input the VRN and/or VIN correctly?'** If you select **'Yes'**

You will then be asked **'Is this a uk or a foreign vehicle?'** For a UK vehicle click on **'YES' – This is a UK vehicle.**

The screenshot shows the 'Scrap a Vehicle' form with the following details:

- VIN: WUZZZ8E32A034512
- VRM: Y588REV
- Check Digit: R
- Date of Scrapping: 21/10/2005
- Registration Documentation Checked and Retained: YES

A modal dialog box is displayed with the question: "Is this a UK or Foreign Vehicle?". The options are "YES = This is a UK Vehicle" and "No = This is a Foreign Vehicle". The "Yes" button is highlighted.

The **'Unassisted scrap a vehicle'** screen will now be displayed. Click on the 'Scrap a vehicle' option and the 'Scrap a vehicle' screen will be displayed.

The screenshot shows the 'Unassisted Scrap A UK Vehicle' form with the following details:

- VIN: WUZZZ8E32A034512
- VRM: Y588REV
- Date of Scrapping: 21/10/2005
- CoD Category: M1
- Country of Registration: United Kingdom

The 'Holder Details' section includes fields for Name, Address, Town, Post Code, and Nationality of Holder. A checkbox "Use Last Name and Address" is present.

Buttons at the bottom: Confirm Transaction, Back, Reprint, View Certificate, Next Transaction.

This screen will allow you to issue a Certificate of Destruction for a vehicle that appears to be registered in GB but cannot be matched on the DVLA vehicle register. Fill in all the boxes and click **'Confirm transaction'** to continue to issue a CoD. The next screen to appear will be the **'Print'** screen. Click on the **'OK'** button. A Certificate of Destruction will now be printed.

For a foreign vehicle click on **'No'** – This is a foreign vehicle.

The **'Scrap a foreign vehicle'** screen will be displayed. This screen should only be used for Foreign vehicles. A foreign vehicle is any vehicle that is not registered in England, Scotland or Wales. You should treat vehicles from Northern Ireland, the Isle of Man the Channel Islands as foreign vehicles.

Enter the 'Make', 'Model' and 'Colour'.

The screenshot shows the 'Scrap a Foreign Vehicle' form. At the top, there is a navigation bar with buttons for Home, Scrap a Vehicle, Statistics, FileUpload, Unidentified Vehicles, Change Password, and Logout. The form is divided into two main sections: 'Vehicle Details' and 'Holder Details'. The 'Vehicle Details' section includes fields for VIN (WAUZZ20E32A034512), VRM (Y438200), Date Of Scrapping (21/10/2005), Make, Model, Colour, CoD Category (MI), and Country of Registration (Not In List). The 'Holder Details' section includes fields for Name, Address, Town, Post Code, and Nationality Of Holder. A checkbox labeled 'Use Last Name and Address' is present. At the bottom, there are buttons for Confirm Transaction, Back, Reprint, View Certificate, and Next Transaction.

Complete all the boxes.

In the 'Country of registration' if the country you wish to enter is not in the drop down list select 'Not in list' field and enter the country you require.

Fill in all the boxes and click 'Confirm transaction' to continue to issue a CoD. The next screen to appear will be the 'Print' screen. Click on the 'OK' button. A Certificate of Destruction will now be printed.

Scrapping more than one vehicle from the same holder/owner (this may be a business or a company)

On the 'Scrap vehicle screen'.

If the vehicle to be scrapped has the same name and address details as the previous vehicle entered by you then you should click on the 'Use last address' box.

The screenshot shows the 'Scrap a UK Vehicle' form. It has the same navigation bar as the previous form. The 'Vehicle Details' section includes fields for VIN (VN1F9CGM524421605), VRM (Y930CY00), Check Digit (D), Make (VAUXHALL), Model (MOVANO DTI 3500 LWB), and Date Of Scrapping (20/10/2005). The 'Holder Details' section includes fields for Name (Mr John Smith), Address (1 The Avenue), Town (Anytown), Post Code (CF99 9XX), and Nationality Of Holder (British). A checkbox labeled 'Use Last Name and Address' is present. At the bottom, there are buttons for Confirm Transaction, Reject, Back, Reprint, View Certificate, and Next Transaction.

By doing this the name and address details of the previous vehicle entered by you will be automatically entered into the relevant boxes.

Scrapping an unidentified vehicle

Unidentified vehicles are NOT issued with a Certificate of Destruction and should ONLY be used after all attempts to identify the vehicle have failed.

Click on the 'Unidentified vehicles' button from the menu at the top of the screen.

The screenshot shows the 'Unidentified Vehicles' form. At the top, there is a navigation menu with buttons for 'Home', 'Scrap a Vehicle', 'Statistics', 'FileUpload', 'Unidentified Vehicles', 'Change Password', and 'Logout'. The main heading is 'Unidentified Vehicles'. Below this is a form titled 'Unidentified Vehicle' with the following fields: VIN, VRM, Make, Model, Colour, and Date of Scrapping. Each field has a corresponding input box. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Next Transaction'.

You will need to enter a 'VRN' or 'VIN'. After you have entered the VIN or VRN, the box that has not had any information entered into it will be greyed out.

This screenshot shows the 'Unidentified Vehicles' form with a confirmation message displayed. The message is a dialog box titled 'Microsoft Internet Explorer' with a yellow warning icon. The text inside the dialog box reads: 'Unidentified Vehicle Recorded as Scrapped VRM Make Renault Model Clio Scrap Date 16/10/2003'. Below the message is an 'OK' button. The form behind the dialog box is partially obscured, but the 'Submit' button is visible.

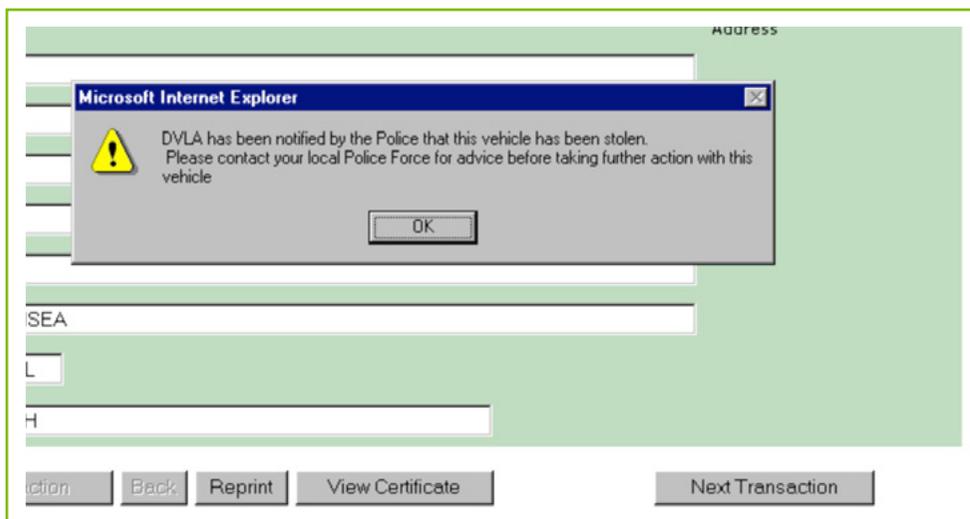
Fill in all boxes.

Click on the 'Submit' button. A message will be displayed confirming that an unidentified vehicle has been scrapped.

Click on the 'OK' button to complete the process.

Stolen vehicle message

Where the police have informed DVLA that a vehicle is stolen, a warning message will be displayed after you have confirmed the vehicles details (as shown below).



If you see this message you should contact your local police and provide them with the details of the vehicle you are processing. They will tell you how to deal with this vehicle. You do not need to tell DVLA about these cases.

You should print the Certificate of Destruction and retain the certificate until you get advice from the police.

Note: You may find that your 'Printer box' comes up overlaid by another message box. If this occurs 'Click and drag' (you position the cursor on the blue band at the top of the message box, left click and hold down the button on the mouse and then move the mouse to move the message box).

Statistics

To obtain details about the vehicles that the ATF have scrapped click on the '**ATF Enquiry**' button from the menu at the top of the screen.

The '**ATF statistics enquiry**' screen will then be displayed.

To obtain details about the vehicles that you have scrapped click on the '**Statistics**' button from the menu at the top of the screen.

The '**Salvage dealers statistics enquiry**' screen will now be displayed.

There are four ways that you can view the details of the vehicles that you have scrapped.

- To obtain details of an individual vehicle by VRN, type in the full VRN and click **'Submit'**.
- To obtain details of an individual vehicle by VIN key the full VIN and click **'Submit'**.
- To obtain details of an individual vehicle by certificate number key the full certificate number and click **'Submit'**.
- To obtain details of vehicles by date you must fill in both dates under **'From'** and **'To'** in the format DD/MM/YYYY and click **'Submit'**, all notifications you enter between and including the two dates entered will be displayed, as shown below.

Information will be displayed as per request. e.g.

Notification of Destruction - Vehicle Statistics Search Result

Total record count: 5

Reg Mark	VIN	Make	Model	Colour	Scrap Date	COD and/or TRANS Date	Certificate No	ATF Permit No
FR235JH	345073245	Renault	Clio	Blue	04/03/2004	04/03/2004	040000000370	1234
CV51EBU	ZFA18800000384308	FIAT	PUNTO MIA	BLACK	14/01/2004	14/01/2004	040000000308	1234
Y524FHJ	VTHSENDAGUH128324	DERBI	SENDA (RESTRICTED)	GREEN	14/01/2004	14/01/2004	NODNOCERTNo	1234
A123ABC	NOT PRESENT	Ford	Ka	Blue	13/01/2004	13/01/2004	No Cert No	1234
CHM234	AFG123654YHG	Renault	Clio	Red	13/01/2004	13/01/2004	040000000307	1234

File upload

The file upload facility enables you to send bulk information.

File creation

To reduce the information that needs to be keyed to submit a Certificate of Destruction, the DVLA internet-based system lets you upload vehicle information in bulk from your PC and create a text file.

Upload file format

File type

The file must be a standard text file (ASCII). This can be created using a program such as Microsoft® Notepad.

File layout

The file must follow the format shown in the table below:

Field	Maximum length (characters)	Format
Username	15	alpha/numeric
Vehicle registration number	9	alpha/numeric
Vehicle identification number	20	alpha/numeric
Scrap date	10	DD/MM/YYYY
Documentation checked	1	Y or N

Note: Username – this refers to the user name allocated by DVLA to authorised users of the DVLA web site.

Important

- the data must always be in the order shown
- a comma must separate each field.

Example file

JohnSmith,S892RTH,1456789434,01/02/2004,Y

JohnSmith,D133PTH,456789,01/02/2004,N

JohnSmith,C892OCY,12344456789,01/02/2004,Y

JohnSmith,AB53ABC,132323456789,01/02/2004,N

File format restrictions

- Each vehicle entry must be on a separate line.
- A comma must separate each field in the file.
- There is no comma at the start of each line.
- There is no comma at the end of each line.
- Each field's trailing spaces should be removed.
- The date uses a forward slash '/' to separate days, months and years.
- The date must be in the format DD/MM/YYYY.
- The user name is the identifier assigned by DVLA to authorised DVLA web site users.
- The documentation checked must be in the format Y or N.

Naming the file

Each file must have a unique file name. The file name must consist of the operator's user name, the current date and a number that makes the file name unique.

File name	Format
Username	alpha/numeric
Date	DDMMYYYY
A number	numeric

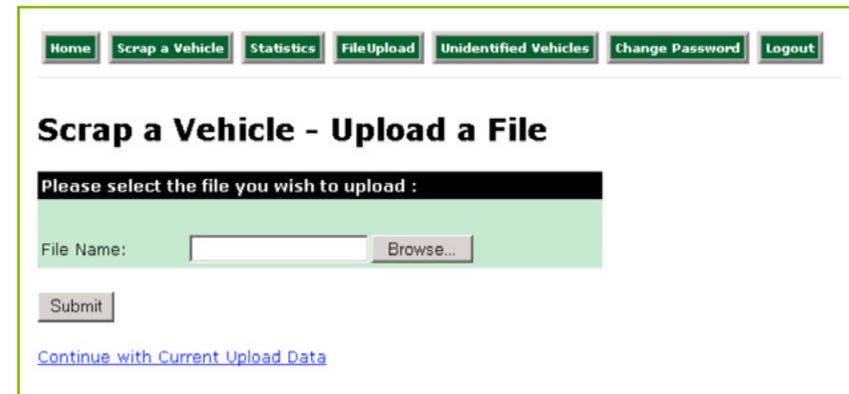
Every file uploaded is a simple text file (ASCII) therefore every file must end with a suffix of .TXT

File name structure: <User Name><Date><A number>.txt

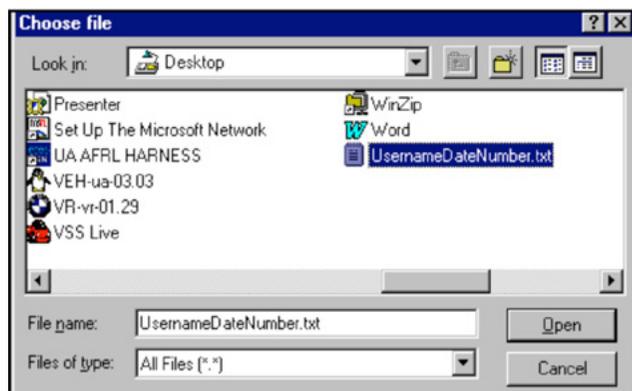
Example file name: JohnSmith010220045.txt

Once your file is prepared click on the **'File upload'** button from the menu. The **'Scrap a vehicle – Upload a file'** screen will appear.

Either:



- Enter the full name of the file that you wish to send, or
- Select the file using the **'Browse'** facility in order to locate your file. Select the file to be uploaded and click **'Open'**. The **'Scrap a vehicle – Upload a file'** screen will then appear.



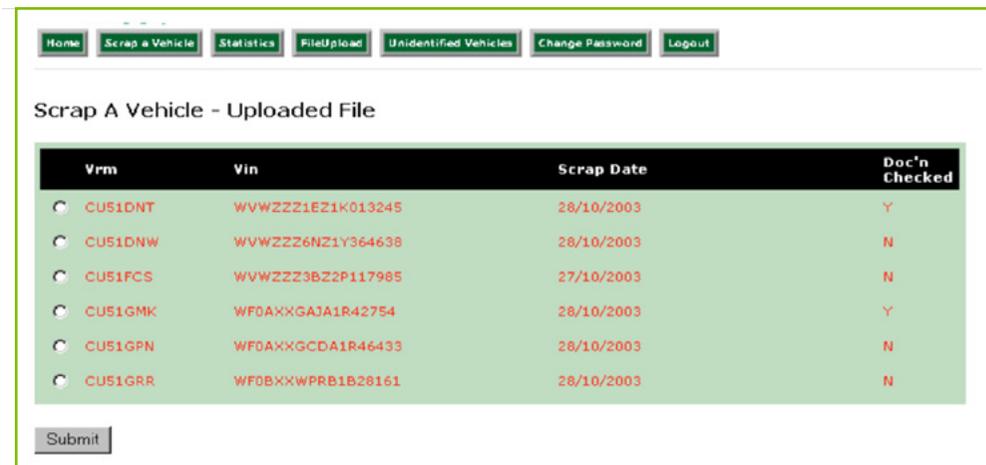
To access the file click on **'Submit'**.

A list of the vehicles contained in the file will appear, showing four pieces of information for each vehicle.

- VRN (Vehicle Registration Number)
- VIN
- Scrap date (date of scrapping)
- Documentation checked (registration certificate retained, Yes or No)

Select the first vehicle to be processed by clicking on the 'radio button' next to the VRN and then click on **'Submit'** (or press **'Return'** on the keyboard).

Note: You may only select one vehicle at a time.



The system will check the information provided against the DVLA records. Where a full match is found for a vehicle either:

- The vehicle is within scope to be issued with a Certificate of Destruction and you will be taken to the **'Scrap a GB vehicle – Via file upload'**, or
- The vehicle is outside the scope to be issued with a Certificate of Destruction and will be issued with a Notification of Destruction (NoD). A message saying 'Vehicle Has Been Successfully Scrapped – (vehicle details)' will appear and you can then select the next vehicle.

If no match is found, a message 'No Vehicles Matched Your Search' will appear. Check that the details entered were correct. If they are incorrect amend them and re-enter the vehicle details. If they are correct and you have the VRN and VIN, enter the vehicles individually using either the **'Scrap a foreign vehicle'** screen or the **'Unassisted scrap a UK vehicle'** screen.

The **'Scrap a GB vehicle – Via file upload'** screen is identical to the **'Scrap a UK vehicle'** screen.

When you have printed the Certificate of Destruction click on **'Next transaction'**, you will return to the **'Scrap a vehicle – Uploaded files'** screen. The vehicle you have just scrapped has now been removed from list.

