



## 1 De-registration criteria

De-registration is not prescribed in law it is a strict administrative policy only applied when:

- the sale falls through
- there is no dealer error
- the full and accurately completed application has been received within 7 working days of the registration date

We will not de-register if the:

- vehicle is registered in the name of a dealer
- vehicle has been used under the registration number allocated
- full and accurately completed application has not been received within 7 working days of the registration date
- vehicle has been registered in the name of an associated, parent or subsidiary company or a dealership, including associated leasing companies or hire-car firms

**Please note as a guide only:**

**Associated company** – a company which is largely controlled by its parent company.

**Parent company** – a company that has a controlling interest in another company.

**Subsidiary company** – a business that is owned, either partially or completely, by another company.

If a request to de-register a vehicle is rejected, the vehicle will be registered in the registering dealer's name.

## 2 Vehicle details

DVLA requires the following information to assess the de-registration application:

Vehicle registration number (VRN):

Vehicle identification number (VIN):

Make and model of vehicle:

Was the vehicle registered via RaV or on a V55?

Date of registration:

DVLA must receive the full application for de-registration within 7 working days of the registration date.

Is the VRN a personalised registration number?

(Please put 'X' in the box).

Yes  No

If the keeper wants to keep or transfer the personalised VRN, you must:

- have received confirmation that DVLA has agreed to de-register the vehicle
- have taxed the vehicle and ensure the V5C is securely destroyed
- fill in the 'Application to transfer or retain a vehicle registration number' (V317)

If you do not, the keeper may lose the registration number.

## 3 Registering dealer's details

Dealer name:

Dealer address:

Dealer RaV code:

The dealer name, address and RaV code must all correspond, or the application will be rejected. A MVRIS code is not a RaV code.

Only the dealer who registered the vehicle can apply to de-register it.

## 4 Reason for de-registration request

Why do you need to de-register this vehicle?

Continue on a separate sheet if necessary.

You must also attach a signed and dated letter or email from the person you have recorded as the registered keeper of the vehicle giving:

- their full name and address
- vehicle registration number and VIN
- confirmation that the sale has not gone ahead
- the reason why the sale has not gone ahead

If any of this information is missing from the customer letter, your application will be rejected.

## 5 Declaration (Please put 'X' in the boxes that apply)

Has the vehicle been registered in the name of a dealer?

Yes  No

Has the vehicle been registered in the name of an associated, parent or subsidiary company or a dealership, including associated leasing companies or hire car firms?

Yes  No

If the application to de-register this vehicle is accepted, I declare that once I get the V5C, I will immediately destroy it.

I confirm this application contains:

- a full and accurately completed 'Application for de-registration' (V996)
- a signed and dated letter or email from the customer giving all the details requested
- an 'Application to transfer or retain a vehicle registration number' (V317) if needed

Failure to provide all this information will lead to the application being rejected. Once an application has been rejected any further requests to de-register the vehicle will only be considered in exceptional circumstances. Having provided an incomplete or incorrect V996 application is not considered exceptional circumstances.

I am aware that DVLA may contact the customer to verify any details they have given.

If an application to de-register a vehicle is rejected, the vehicle will be registered in the registering dealer's name.

Your signature:

Print name:

Position in the company:

Contact phone number:

Date:

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Email applications should be sent to:  
**deregistrations@dvla.gov.uk**

I confirm the customer agrees to send details by email.

I confirm the customer is aware that DVLA is unable to guarantee the security of personal data sent or received over the internet.

If the customer does not want their personal data sent by email please return the documentation by post within 7 working days of the registration date.

Postal applications should be sent to:

De-registration Team  
DVLA  
Swansea  
SA99 1ZZ

We do not refund the registration fee when a vehicle is de-registered. The registration fee will need to be paid when the vehicle is subsequently re-registered under a new registration number.

## 6 What happens next

DVLA will contact you regarding the de-registration application within 10 working days.

### Registering a vehicle following de-registration

You must not make an application to register a vehicle until you get written agreement from DVLA to cancel the original registration. Once you get written agreement from DVLA, you (the dealer) will need to request that the manufacturer re-load the VIN into your RaV service, or request a V55/1 application form. The VRN cannot be re-used so you will need to select another VRN. If the original registration was carried out using a personalised registration number you will not be able to re-register through the RaV service. Instead, you will need to request a V55/1 from the vehicle manufacturer for re-registration to take place.

If you are using a V55/1 please enter the letters 'DUP' in the duplicate box at the top of the form which is to the left of the 'Re-Reg' box (if the issuing manufacturer or import concessionaire has not already done this). The registration fee will need to be paid again.

## 7 Additional information

### Cancelled sale

There will be instances where the sale of a vehicle does not go ahead but the application does not meet the de-registration criteria. For example, the:

- incorrect colour was ordered by the dealer
- incorrect specification was ordered by the dealer
- vehicle was damaged on the dealer's forecourt
- vehicle was damaged during delivery

Please note these examples are not exhaustive.

In these cases, an application to cancel the sale should be made on company headed paper giving the full details. You must only apply to cancel the sale if the vehicle has not been used on the road under the registration number assigned to it. **You should not complete and submit a V996 in these cases.**

Applications must be sent by post to:

KT  
DVLA  
Swansea  
SA99 1ZZ

There is no email facility for these applications.

Once processed, the vehicle will be registered in the registering dealer's name.

*Buying a vehicle?*

*The tax is no longer transferable so you must tax it before you use it.*

[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)