



Notification of name and address check

V959

FOR USE BY THE MOTOR TRADE ONLY

This notification is designed to ensure keeper details provided at registration are genuine. It is to be signed by the motor dealer as confirmation that a name and address check has been carried out.

Please Note: Only current DVLA trade plate licence holders can carry out these checks.

Dealers who tax and register vehicles for their customers using application forms V55/4 and V55/5, **must** confirm their customer's name and address. They must ask them to produce:

- a DVLA photocard driving licence, (tick this box if photocard licence seen), or
- **one** original document from **each** of the lists below

Copies are not acceptable.

Tick the relevant boxes and record any unique serial or identity numbers.

Confirmation of name	Unique number	Confirmation of address	Unique number
Current DVLA paper driving licence.....	<input type="checkbox"/> _____	Utility bill – gas, electricity, water.....	<input type="checkbox"/> _____
Passport.....	<input type="checkbox"/> _____	landline telephone*.....	<input type="checkbox"/> _____
Marriage or civil partnership certificate.....	<input type="checkbox"/> _____	Bank/Building Society statement*.....	<input type="checkbox"/> _____
Decree nisi/absolute.....	<input type="checkbox"/> _____	Medical card.....	<input type="checkbox"/> _____
Birth or adoption certificate.....	<input type="checkbox"/> _____	Council tax bill (applies to GB only)/	
Gender reassignment certificate.....	<input type="checkbox"/> _____	Rates bill (applies to NI only).....	<input type="checkbox"/> _____

Corporate/Fleet company applications

Applicants will have to provide 2 documents from the following list, one of which must show current address.

The only evidence acceptable on its own will be a current trade licence issued by DVLA (or a dealer number/Trade Plate number).

	Unique number		Unique number
Companies House registration certificate (embossed).....	<input type="checkbox"/> _____	VAT registration certificate.....	<input type="checkbox"/> _____
Company utility bill*.....	<input type="checkbox"/> _____	Bank/Building Society statement*.....	<input type="checkbox"/> _____
Solicitor's letter regarding conveyance of property.....	<input type="checkbox"/> _____	Company mortgage statement.....	<input type="checkbox"/> _____
Property leasing agreement.....	<input type="checkbox"/> _____	Certificate of company insurance.....	<input type="checkbox"/> _____
Letter from Inland Revenue showing company details and tax reference number.....	<input type="checkbox"/> _____	Company Council tax bill.....	<input type="checkbox"/> _____
		Consumer Credit Licence.....	<input type="checkbox"/> _____

* within the last 3 months and showing current address.

If the applicant does not provide these documents you must reject the application.

If you are satisfied that the name and address details entered on this application are genuine, please sign and stamp the relevant sections below. Submit this form with the V55/4 or V55/5 application and the other documents required to register the vehicle, to DVLA, Swansea SA99 1BE.

Attention: If you do not carry out these name and address checks, we may withdraw the concession which allows you to carry out this procedure.

I confirm that I have seen the relevant documentary evidence verifying the customer's name and address, and I am satisfied that the details given on the V55/4 or V55/5 are correct.

Dealer name and address

Dealer signature

Date

**Dealer holder number
or Trade Plate number**

Official Use only

VRM

VIN/Chassis/Frame No.