Driver & Vehicle Licensing Agency

# Request by a company for keeper at date of event information

Please read the notes below before you fill in this form.

**V888/2 A**

## Guidance notes and relevant information – £2.50 enquiries

**Cheques and postal orders should be made payable to 'DVLA Swansea'. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you. Please do not send cash.**

**Send this form with any additional documents and the appropriate fee to: DVRE, DVLA, Swansea, SA99 1AJ.**

A copy of the request may be provided to the registered keeper if they ask for it.

If you process or store any personal information electronically, you must have a data protection registration number. For further information on how to obtain this number, you should visit the Information Commissioner's (ICO) website at www.ico.org.uk.

If you require information about a named individual or a vehicle's history, please use V888/2B.

**Multiple requests**

If you make more than one request for information, you can send, on company headed paper, a list of up to 15 vehicles per page. You must include the make and model, the date of incident and your reference number for each vehicle. You must enclose a fee of £2.50 for each vehicle.

**Electronic service**

If you make frequent requests for information, you should consider using the electronic service. For more information, email **kadoe-interest@dvla.gov.uk**.

**For guidance on how to request information from DVLA, please see the MIS546 'Giving people information from our vehicle record' at www.gov.uk/request-information-from-dvla.**

Fill in the sections below and over the page using black ink and CAPITAL LETTERS.

## 1. Company details

Company name:

Other trading names (if applicable):

Address (not a PO Box address):

Postcode:

Contact phone number:

Email address:

Details provided may be used to contact you regarding your application.

Data protection registration number:

Expiry date:

If your address is different to the one on the ICO website linked to your data protection registration number, or you do not have a data protection registration number, you must provide proof of your current address. For example, use company headed paper or an invoice.

If you do not provide proof, we will not be able to deal with your application and will return it to you.

Companies House number (if applicable):

Your reference number (if applicable):

## 2. Details of the vehicle you want information about

Vehicle registration number:

Make and model (if unknown, please explain why):

Exact date of event:

Please state what information you need, why you need it and how you are going to use it.

Please continue on a separate sheet if necessary.

## 3. What information do you want?

Please quote the vehicle registration number you are enquiring about.

Please select the correct option.

**A) Accidents (solicitors, insurance companies or loss adjusters)**

Full circumstances of incident:

Full location (including postcode) of incident.
If motorway, please provide nearest junction:

Client's vehicle registration number:

Make and model of vehicle (if unknown, please explain why):

**B) Debt collection agencies**

Please supply a signed letter of authority from the parking company.

**C) Petrol forecourt operator drive offs**

Please supply:

- a fully completed and signed drive off report
- a till receipt
- proof of address (storage certificate)
- a signed authorisation if acting on behalf of a petrol forecourt operator

**D) Abandoned vehicles or persistently parked vehicles**

Full location (including postcode) of incident:

If the vehicle is persistently parked, please provide date last seen:

Are you the owner of the land? Yes No (If you are not the landowner, supply a signed letter of authority from the landowner that authorises you to act on their behalf).

Please supply an unaltered photograph of the vehicle in its original position and clearly showing the registration number.

**E) Garages or work carried out**

Please supply an invoice of work carried out.

**F) Damage to personal or company property**

Full circumstances of incident:

Full location (including postcode) of incident:

Please supply:

- a quote or invoice of work carried out for the repair
- a photograph of the damage incurred

**G) Other**

If your scenario is not listed or you require further information, please check www.gov.uk/request-information-from-dvla

## 4. Declaration – you must sign and date this declaration or we will be unable to process your request

**I declare** that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 2 and I will not pass the information on to any third parties without DVLA permission. I am aware that it is an offence to unlawfully obtain personal data which is contrary to data protection laws. The penalties for these offences are fines issued in the Magistrates' Court or Crown Court.

I am aware that I am legally obliged to handle and dispose of any information provided to me by DVLA in line with the principles of data protection laws. I am aware of and agree to the terms and conditions set out below.

Title: Mr Mrs Miss Ms Mx

Full name:

Position in company:

Signature:

Date:

## Terms, conditions and data protection information

All evidence to support your enquiry must be kept for a minimum of 2 years from the date of enquiry.

You must give DVLA, or an agent acting on our behalf, access to this evidence and any other information about your use of our information upon request.

All personal data received from DVLA must be deleted once you have finished with it.

You cannot pass information obtained from DVLA to third parties who are not acting on your behalf without permission from DVLA.

If we get a legitimate complaint or receive evidence that you have obtained, used or handled information unlawfully and in breach of the principles of the data protection laws, we can pass it on to the Information Commissioner and refuse all future requests.

You can find further details and the latest guidance on when we release information from our records on our website **www.gov.uk/request-information-from-dvla**.

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The 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, see our privacy notice at **www.gov.uk/dvla/privacy-policy**.