



Driver & Vehicle  
Licensing  
Agency

# Application for a digital tachograph workshop card

Read booklet 'How to fill in your application for a digital tachograph workshop card' (INF178B), before you fill in this form.

For more information go to: [www.gov.uk](http://www.gov.uk)

**D778  
B**

Please **write clearly** in **black ink** using **capital letters**. Please put ☒ against all that apply.

## 1 Your details

Surname:

First names:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other title (eg. Rev)  Male ☐ Female ☐

Date of Birth:  Day  Month  Year

Current address:

Post town:

Postcode:

Country of birth:

Full daytime phone number (optional):

E-mail address (optional):

If you have changed either your name or address since we issued your last workshop card, you should write the previous details below so that we can keep our records up to date. We will not issue a new workshop card.

You must also change your name and/or address on your driving licence.

Previous name:

Previous address:

Post town:

Postcode:

If you have a digital tachograph workshop card write the number below:

Write your GB driving licence number below (if you know it):

Do you hold a GB photocard driving licence? Yes ☐ No ☐

Are you currently applying for one? Yes ☐ No ☐

## 2 Workshop details

Workshop name:

Workshop address:

Post town:

Postcode:

Training Certificate

Day

Month

Year

Expiry Date:

Enclose a copy of your up to date digital training certificate.

1. Workshop/Centre Seal Number:

G B

2. Approved Repairer Seal Number:

G B

*DVSA Use Only*

Unique Workshop Fitter Number

DAM Code

Has the name or address (or both) of the **Workshop** changed since your last digital tachograph workshop card was issued?

Yes ☐ No ☐

## 3 Other digital tachograph cards held

Please put ☒ against all that apply

a) Do you hold any other digital tachograph workshop cards?

Yes ☐ No ☐

If 'yes' please write the card number/s below.

(The card number is located in field 5b on the card)

Card 1

Card 2

b) Do you or your employer hold a digital tachograph company card?

Yes ☐ No ☐

If 'yes' please write the card number below:

## 4 Reason for your application

Please put ☒ against all that apply

a) I am applying for my first digital tachograph workshop card:

☐

b) I hold a digital tachograph workshop card and want to replace it:

☐

Please state reason for replacement:

Lost ☐ Stolen ☐ Malfunction ☐ Damaged ☐

If lost or stolen please confirm when and where this occurred:

Date

Town/Country

If your card has malfunctioned or is damaged, it must be returned with the application form.

c) My PIN code has not been received:

☐

My PIN is invalid:

☐

d) I hold a digital tachograph workshop card and want to exchange it

To notify change of workshop address:

☐

To notify change of my name:

☐

Back of photograph

Back of photograph

Back of photograph



DVLA handles your personal data in accordance with road traffic 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](http://www.gov.uk/dvla/privacy-policy)

If you hold a GB driving licence, you are not required to send in a photograph. Go to Section 7.

## 5 Confirming your identity

Fill in sections 5 and 6 only if you:

- hold a GB paper-style driving licence but want to have a digital tachograph workshop card – you must provide a photograph
- have a digital tachograph workshop card but need to change the name on it, or
- do not hold a GB driving licence – you must provide a photograph.

### Part A – proving your identity digitally

By entering your UK passport number or a share code obtained from the **View and Prove your immigration status service** (this must start with 'S' or your application will be returned) you are giving DVLA permission to verify your details with His Majesty's Passport (HM Passport Office) or the Home Office.

Valid UK passport number:

View and Prove your  
immigration status  
service share code:

If you have completed Part A, do not send the original document.

### Part B – Documents enclosed to prove your identity

Photocopied/laminated document(s) are not acceptable.

Please put ☒ against all original valid document(s) enclosed.

As birth/adoption certificates and UK certificates of naturalisation/registration are not absolute proof of identity, you must also send one other form of identification.

Passport ☐ Travel document ☐

UK birth/adoption certificate ☐

Evidence of State Retirement Pension (SRP) ☐

UK certificate of naturalisation/registration ☐

Please write the serial numbers of the documents you are enclosing:

### Documents enclosed to verify a change of name

Please put ☒ against the original valid document(s) you are enclosing. This must show a clear link to your current name if different from that shown on your original valid UK passport or the identity document(s) that you are enclosing.

Marriage certificate ☐ Civil partnership certificate ☐

Divorce certificate ☐ Deed poll or statutory declaration ☐

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied/laminated document(s) are not acceptable.

## 6 Signing your photograph

If you have agreed to us verifying your identity digitally with HM Passport Office or the Home Office, or you are providing an original valid passport, UK issued travel document, as proof of your identity, then you do not need someone to sign the back of your photo. All other identification enclosed will require someone suitable to sign the back of your photo. (Details of who can sign the back of the photo are given in section headed 'signing your photo to verify identity' (if necessary) of INF178B).

**Warning: This person must be resident in the UK, know you personally, and must not be a relative, or person living at the same address.**

Ask the person who signs the back of your photo to fill in the rest of this section.

### To be filled in by the person signing your photograph

- I am resident in the UK
- I know the applicant and can confirm it is a true likeness
- I have signed the back of the photo
- I agree to you undertaking checks.

Signature:

Date:

Full name:

Business or home address:

Postcode:

Full daytime phone number:

Profession:

We will make checks on those who sign photographs for digital tachograph workshop applications.

**You can now choose  
to receive vehicle  
tax reminders by  
text or email.**

**Go to: [gov.uk/dvla/account](https://www.gov.uk/dvla/account)**

**Driver CPC** is a legal requirement for all professional bus, coach and lorry drivers.

Search [www.gov.uk](https://www.gov.uk) for Driver CPC

## 7 Declaration and signature

Read the following statements and then sign below.

I understand that it is a criminal offence if I make a false declaration to get a digital tachograph workshop card and can lead to a fine of up to £5000, and/or a maximum of two years imprisonment.

I have read and understood the general information given in 'How to fill in your application for a digital tachograph workshop card' (INF178B).

I have checked the details I have given in this form and I know they are correct.

I know and believe, I am entitled to a digital tachograph workshop card.

We may use the information we hold about your driving licence record (if you have one) for tachograph purposes. If your personal details are now different from those shown on your driving licence, your driving licence must be returned to DVLA for amendment.

### Important

See section 7 of INF178B

Date

We will not accept this application unless you sign below in black ink and your signature is completely within the white box.

- Keep your signature within the white box •

- Keep your signature within the white box •

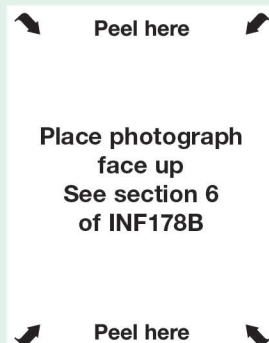
### Document checklist

Please put ☒ in the relevant boxes in this section to show what you are sending with this application

Proof of Identity (if this applies) ☐

Your last digital tachograph workshop card (if this applies) ☐

Your GB driving licence (if your name and or address have changed) ☐



Now send your form to us at: **DVSA, Tachograph Section, Broadway Business Park, Chadderton OL9 9XA**