



Please read these notes carefully.

A When you should use this form

Use this form to apply for a V5C registration certificate (log book) if:

- you've bought the vehicle but have not received the V5C in your name (you should allow 4 weeks from the date you bought the vehicle before you use this form)
- the original V5C has been lost, stolen, damaged or destroyed

If you've previously had a V5C in your name for this vehicle, and there is no change to the vehicle or your personal details, you can apply for a duplicate at www.gov.uk/vehicle-log-book where you'll be able to tax your vehicle at the same time if you need to.

You can also apply by phoning 0300 790 6802. Please have a debit or credit card to hand when you phone, as you may have to pay the £25 fee (see section D).

Note: Do not fill in this form if your vehicle has been categorised as A or B salvage as we will not issue a V5C registration certificate (log book). These vehicles should not be driven on the road. You can get more information on salvage categories from the insurance company.

B Filling in this form

If you do not give the following details, we will not be able to deal with your application and will return it for you to fill in:

- all the vehicle details in section 1
- your full names in section 2 and do not use initials or give joint names (for example, a husband and wife's or a father and son's)
- a United Kingdom (UK) address in section 2 (PO box addresses are only acceptable for applications in a company name with a full postal address)

The following information will help us deal with your application:

- date of birth (not needed with a company name and address)
- contact phone number and email address

When filling in section 3, a motor trader can be a:

- motor dealer
- motor vehicle auctioneer
- motor vehicle insurer you have settled a claim with
- motor vehicle dismantler (salvage dealer)
- finance company with a financial interest in the vehicle

You must also sign this form in section 5.

C How to pay and where to send this form

The fee for this application is £25 (at time of printing).

If sending this form directly to DVLA please make cheques or postal orders payable to 'DVLA, Swansea'. **Do not send cash or blank postal orders.** 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. Send this form to DVLA, Swansea, SA99 1DD.

If you are also taxing your vehicle see section F.

D When there is no fee

You do not have to pay a fee:

- if you're the new keeper and the previous keeper failed to tell us about the change, you must have the green new keeper slip from the current V5C – you can check if you have the latest document at www.gov.uk/get-vehicle-information-from-dvla
- if the vehicle has been categorised as C or S salvage by the insurance company and they have destroyed the V5C – however if you're also taxing your vehicle at a Post Office branch that deals with vehicle tax, you'll need to pay the fee which will be refunded after DVLA have carried out checks

E When you should receive the V5C

You should receive the V5C within:

- 2 weeks if you're already recorded as the registered keeper
- 4 weeks if there has been a change of keeper

However, if you do not receive your V5C within 4 weeks of applying, you must contact DVLA. If you've not received your V5C after 6 weeks and you've not told DVLA, you'll have to pay £25 to get another one.

Note: the address on the V5C will be in the format Royal Mail prefer. It may not be identical to that given on your application.

F What to do if you also need to tax your vehicle

If you have bought the vehicle and you want to drive it on the road you must tax it immediately. If you have the green new keeper slip you can tax online at www.gov.uk/vehicle-tax or you can tax your vehicle at a Post Office® branch that deals with vehicle tax by using your green new keeper slip. You may also need to fill in this form if you only have the green new keeper slip.

If you do not have a V5C or the green new keeper slip you will need to fill in this form and pay a fee. You can pay by cash, direct debit, debit card, credit card, cheque or postal order (made out to Post Office Ltd.).

If you're not the registered keeper of the vehicle you may not be able to tax until you get a V5C in your name.

If you've changed your address you must fill in your previous postcode in the box under your signature on the front of this form.

If you've previously had a V5C in your name for this vehicle, and it has been lost, stolen, damaged or destroyed and there is no change to the vehicle or your personal details, you can apply for a duplicate at www.gov.uk/vehicle-log-book where you'll be able to tax your vehicle at the same time.

G What to do if you also need to make a Statutory Off Road Notification (SORN)

If you are keeping the vehicle off the road, you need to make a SORN with this application. **If you have recently bought the vehicle, SORN cannot be transferred from the previous keeper. You will need to make a new SORN.** If you do not make a SORN, legal action could be taken against you. If you're the registered keeper when we receive your SORN you'll automatically be issued a refund of vehicle tax for any remaining full paid months. If you've paid by Direct Debit (DD) your DD will be cancelled.

To make a SORN, fill in a Statutory Off Road Notification (SORN) (V890), which you can get from:

- www.gov.uk/sorn
- DVLA Customer Enquiries (see contact details in section I)

Please make sure you attach the V890 to this form.

H Data protection – releasing information

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

I Further information

You can get more information at www.gov.uk

You can contact us:

- by phone on 0300 790 6802 (phone lines are open between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays – some calls will be monitored for quality and training purposes)
- by writing to Customer Enquiries (Vehicles), DVLA, Swansea SA6 7JL

