



# Application to keep a vehicle registration number and put it on another vehicle



You can do this online at:

- [www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number)
- [www.gov.uk/put-registration-number-vehicle](http://www.gov.uk/put-registration-number-vehicle)

V317

**You must read the attached guidance notes before you fill in this form. Please use black ink and CAPITAL LETTERS. You must choose option A or option B. Please put an 'X' in the box of the option you choose.**

## Option A (see below)

I want to take the vehicle registration number off a vehicle and put it straight onto a different vehicle. Please fill in sections 1 to 5 below. You can also do this online at [www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number) (the fee is £80). You can complete the process by putting the registration number onto the vehicle immediately afterwards at [www.gov.uk/put-registration-number-vehicle](http://www.gov.uk/put-registration-number-vehicle)

## Option B (see over the page)

I want to take the number off a vehicle and keep it on a retention document for up to 10 years. Please fill in sections 1 to 4 over the page. You can also do this online at [www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number) (the fee is £80).

## Option A

### 1. Details of the vehicle you are taking the registration number off

Personalised vehicle registration number:

Make:

Model:

VIN/chassis no: (this is on the V5C or the vehicle)

Please provide a telephone number of the person to contact if we have any questions:

### 2. Checklist for this vehicle

(Please include the following).

The V5C registration certificate (log book). If you need to make any changes, such as change of keeper or address, fill in the relevant section of the V5C. Please see 'Further information'.

You must have taxed this vehicle or made a 'Statutory Off Road Notification' (SORN), or the application will be rejected. If you are the new keeper of the vehicle, you must tax or SORN in your name. Go to [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax) or fill in an 'Application for vehicle tax' (V10), an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85), or a SORN application (V890).

An insurance certificate, if the vehicle is being taxed as part of this application (Northern Ireland only).

The £80 fee – cheque, banker's draft or postal order.

### 3. Details of the person making the application

These details will only be used if there are any issues with the application or if the paperwork needs to be rejected. If a dealer or agent is acting on your behalf and you want any correspondence returned to them, please give their details below.

Name and address:

Postcode:

Daytime phone number:

Email address:

### 4. Details of the vehicle you are putting it onto

Current vehicle registration number:

Make:

Model:

VIN/chassis no: (this is on the V5C or the vehicle)

### 5. Checklist for this vehicle

(Please include the following).

The V5C registration certificate (log book). If you need to make any changes, such as change of keeper or address, fill in the relevant section of the V5C. Please see 'Further information'.

If it is an unregistered vehicle, the 'Application for a first vehicle tax and registration of a new motor vehicle' (V55).

This vehicle must be taxed or have a SORN, or the application will be rejected. If you are the new keeper of the vehicle, you must tax or SORN it in your name. Go to [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax) or fill in a V10 or V85.

The 'Application for a vehicle registration certificate' (V62) along with the 'New keeper slip' (green slip) if you are the new keeper and do not have the V5C.

### Official use only

ITT 127 Transfer  Fee

#### Donor or retained vehicle details

VRN  CD  Associated docs: V10  V85

Replacement vehicle registration number or V53	C/D
<input type="text"/>	<input type="text"/>

Is this replacement vehicle registration number transferable? Yes  No

#### Receiving vehicle details

VRN  CD

#### Vehicle make and model

Associated docs: V10  V85  V55

Date received at DVLA

Date processed at DVLA



## Option B

### 1. Details of the vehicle you are taking the registration number off

Personalised vehicle registration number:

Make:

Model:

VIN/chassis no: (this is on the V5C or the vehicle)

Please provide a telephone number of the person to contact if we have any questions:

### 2. Checklist for this vehicle

(Please include the following).

The V5C registration certificate (log book).

If you need to make any changes, such as change of keeper or address, fill in the relevant section of the V5C. Please see 'Further information'.

The vehicle must be taxed or have a 'Statutory Off Road Notification' (SORN) or the application will be rejected. If you are the new keeper of the vehicle, you must tax or SORN it in your name. Go to [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax) or fill in an 'Application for vehicle tax' (V10), an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85), or a SORN application (V890).

An insurance certificate, if the vehicle is being taxed as part of this application (Northern Ireland only).

The £80 fee – cheque, banker's draft or postal order.

### 3. Details of the person making the application

These details will only be used if there are any issues with the application or if the paperwork needs to be rejected. If a dealer or agent is acting on your behalf and you want any correspondence returned to them, please give their details below.

Name and address:

Postcode:

Daytime phone number:

Email address:

### 4. Details of the information you want on the retention document (V778)

Please note that the entitlement of the registration number will pass to this person or company.

If this section is not completed, the person or company who is the registered keeper will be named on the V778.

If the V5C is completed with new keeper details, the V778 will be sent to this person or company along with the entitlement to the registration number.

The V778 can be used to put the personalised registration number onto another vehicle.

#### 4.1 Grantee's details

Name and address of the person or company to receive the V778 displaying the personalised registration number.

Full name or company name:

Address:



Postcode:

#### 4.2 Nominee's details

If you want to add a nominee please give their details below. They will not have any rights to the vehicle registration number until you put it onto a vehicle registered in their name. You will lose all rights to this registration number at that point.

Title: Mr  Mrs  Miss  Ms  Other (for example, Dr)

Full name:

Company name:

#### Official use only

ITT 126 Retention  Fee

#### Donor or retained vehicle

VRN  CD  Associated docs: V10  V85

Replacement vehicle registration number or <b>V53</b>	<b>C/D</b>
<input type="text"/>	<input type="text"/>

Is this replacement vehicle registration number transferable? Yes  No

Date received at DVLA

Date processed at DVLA

## Before you start

### To take off or put a vehicle registration number on a vehicle, the following must apply:

- the vehicle must exist and be registered at DVLA
- you must be, or are becoming, the registered keeper of the vehicle you are taking the number off
- you must have taxed or made a 'Statutory Off Road Notification' (SORN)
- the vehicle must be able to move under its own power
- the vehicle must be available for inspection
- the vehicle must be a testable type, subject to MOT or GVT (road worthiness test)

You cannot display a vehicle registration number that will make your vehicle appear younger than it is.

If you're taking the vehicle registration number off a vehicle to keep on a retention document, you (as the registered keeper) can choose to become the grantee, or you can give up your right to the vehicle registration number and give the details of someone else as the grantee. Once the application is finalised, only the grantee will have the right to the vehicle registration number.

The vehicle record will be checked. The vehicle must either have been taxed or have a SORN in place continuously for the last 5 years. The vehicle will need to be taxed if it has had a SORN for longer than 5 years. It might also need to be inspected.

## Documents you need

You will need to include:

- a completed 'Application to keep a vehicle registration number or put it on another vehicle' (V317) filled in with the vehicle details
- a V5C registration certificate (log book) for each vehicle (please enclose the full certificate) – if you have changed address or changed keeper, you must fill in the relevant section of the V5C
- an insurance certificate, if the vehicle is being taxed as part of this application (Northern Ireland only)
- an £80 fee

If your current V5C has been lost, stolen, damaged or destroyed, you can apply for a duplicate at [www.gov.uk/vehicle-log-book](http://www.gov.uk/vehicle-log-book). You'll be able to tax your vehicle at the same time.

## Where to send your application

You must send your application and the appropriate documents to:

DVLA Personalised Registrations  
Swansea  
SA99 1DS

## How to pay

Cheque, banker's draft or postal order 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.

## What happens next

DVLA may want to inspect your vehicle. If so, we will contact you.

Once your application is approved, the following will apply.

The vehicle in section 1 will be given a replacement vehicle registration number, unless you want to assign another personalised vehicle registration number at the same time.

The vehicle in section 4 (Option A) will have its current vehicle registration number withdrawn (even if it is a personalised registration number), unless you also apply to transfer or keep it when you make this application.

We will send your new V5C and a retention document (if you are retaining the vehicle registration number) within 2 weeks of receiving your application – however, this could take up to 4 weeks if you included an 'Application for a vehicle registration certificate' (V62), or if we need to inspect the vehicle.

If you have given someone else's details as the grantee, the retention document will be sent to them.

You are responsible for informing your insurance provider of your new registration – if you do not, your insurance may be invalid (you may also receive a fine).

Do not forget to update your new registration number on any road charging accounts operated by Transport for London, Highways England and Clean Air Zones – failure to update an account may result in a penalty charge notice.

If your vehicle has Clean Vehicle Retrofit Accreditation scheme certification, you will need to get the certification updated with the new registration number.

## Personalised Registration online services:

1

Take a registration number off a vehicle:  
[www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number)

2

Put a registration number on a vehicle:  
[www.gov.uk/put-registration-number-vehicle](http://www.gov.uk/put-registration-number-vehicle)



## Further information

You cannot remove a vehicle registration number from – or put one on – a vehicle starting with a ‘Q’ or ‘QNI’ prefix.

It is an offence to misrepresent a vehicle registration number on a number plate (for example, by making a ‘5’ look like an ‘S’). See leaflet ‘Vehicle registration numbers and number plates’ (INF104), which you can get from [www.gov.uk/displaying-number-plates/rules-number-plates](http://www.gov.uk/displaying-number-plates/rules-number-plates)

### Telling us of any changes

If you have the V5C with the multicoloured section at the bottom of the front page, fill in either section 2 for a change of keeper or section 3 to change your address. If you have the older version of the V5C, fill in section 6.

If you have bought a vehicle, the person you bought the vehicle from can go online at [www.gov.uk/sold-bought-vehicle](http://www.gov.uk/sold-bought-vehicle) to give DVLA your details. You should receive the V5C registration certificate in 5 days. Once received, you can put the registration number on the vehicle at [www.gov.uk/put-registration-number-vehicle](http://www.gov.uk/put-registration-number-vehicle). Before doing so, you must have already applied to keep the personalised registration number at [www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number)

You can get an ‘Application for a vehicle registration certificate’ (V62), an ‘Application for vehicle tax’ (V10) and an ‘Application to tax a Heavy Goods Vehicle (HGV)’ (V85) from [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms) or any Post Office® branch that deals with vehicle tax. To request an ‘Application for first vehicle tax and registration of a new motor vehicle’ (V55) by post, call 0300 790 6802.

You should also read our leaflet ‘Registration numbers and you’ (INF46), which you can get from [www.gov.uk/government/publications/inf46-registration-numbers-and-you](http://www.gov.uk/government/publications/inf46-registration-numbers-and-you)

Please note the personalised registration number will be held in the name of the registered keeper unless section 4 (option B) is completed.

If this section is not completed, the person or company who is becoming the registered keeper will receive the retention document (V778) and have all rights to this registration number.

You’ll need to remove the number and wait to receive your V778 (if applicable) and the new V5C registration certificate (log book) before you scrap or sell your vehicle, or you’ll lose the right to use the personalised registration number.

If the vehicle has been transferred or sold on before you apply to keep your number, you will lose all rights to the personalised registration number.

The original registration number will be reassigned to the vehicle in most instances when you remove the personalised registration number.

If the vehicle that has the private registration number assigned to it has been stolen, you can apply to keep the personalised registration number straight away to safeguard it. You will not be able to assign it to another vehicle and no retention certificate will be issued until 6 months from the date of theft has lapsed or the vehicle has been recovered. It is the customer’s responsibility to contact DVLA for the certificate to be issued after this time.

**By law, we can withdraw your right to the vehicle registration number at any time.**

**Also, we can cancel an application if:**

- you have not met the conditions of the scheme
- any information you give in this form, or in any document used to support this form, is false or incorrect
- there is any mistake to do with the vehicle registration number
- your bank does not send us your payment

## Data protection

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](http://www.gov.uk/dvla/privacy-policy)

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

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