



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 must 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 either:

- a DVLA photocard driving licence, ☐ (tick this box if photocard licence seen)
- **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

- ☐ Current DVLA paper driving licence _____
- ☐ Passport _____
- ☐ Marriage or civil partnership certificate _____
- ☐ Decree nisi or absolute _____
- ☐ Birth or adoption certificate _____
- ☐ Gender reassignment certificate _____

Confirmation of address

Unique number

- ☐ Utility bill – gas, electricity, water, landline telephone* _____
- ☐ Bank or building society statement* _____
- ☐ Medical card _____
- ☐ Council tax bill (applies to **GB** only) _____
- ☐ Rates bill (applies to **NI** only) _____

Corporate or 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 or trade plate number).

Unique number

- ☐ Companies House registration certificate (embossed) _____
- ☐ Company utility bill* _____
- ☐ Solicitor's letter regarding conveyance of property _____
- ☐ Property leasing agreement _____
- ☐ Letter from HMRC showing company details and tax reference number _____

Unique number

- ☐ VAT registration certificate _____
- ☐ Bank or building society statement* _____
- ☐ Company mortgage statement _____
- ☐ Certificate of company insurance _____
- ☐ Company council tax bill _____
- ☐ Consumer credit licence _____

* 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 number