

Notes for Guidance – Please read carefully.

This leaflet explains how to transfer a registration number that you value. Before you complete the attached application form please read these notes very carefully. You are also advised to read the Agency's information booklet "Registration Numbers and You" available from DVLA local offices (for the address, see note C) or from DVLA, Swansea.

If you wish to know about the Agency's Classic or Select Registrations sales scheme, leaflets are available from local offices.

If you have a 'special' number on a vehicle but do not have a receiving vehicle available, you may find the Retention facility useful. This enables a keeper of a vehicle to hold temporarily its registration number apart from the vehicle pending assignment. Form V778/1, available from local offices, explains the scheme in more detail.

A What is the Cherished Transfer Scheme?

The scheme enables the keeper of a vehicle to transfer its registration number directly onto another vehicle.

B Am I eligible to participate in the scheme?

Registration numbers are assigned to vehicles. An individual acquires entitlement to move a registration number through being the keeper (who may not necessarily be the owner) of the vehicle. Vehicles taking part in the scheme must be in existence and registered at DVLA. Vehicles must also be available for inspection, be of a type that requires an annual roadworthiness test and be currently licensed (but see note D).

C How and where do I apply?

You must complete this form and take or send it to a local office with the appropriate supporting documents (see note D). The address of your nearest local office can be found:

- On the website www.direct.gov.uk/motoring
- In our booklet V100 'Registering and Licensing your Vehicle' which is available from all Post Office® branches
- By calling 08702 430444 but you will be asked to provide your postcode

You may also be able to obtain the address from The Phone Book under 'Driving and Vehicles (Vehicle Registration and Licensing)'. DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month. **DO NOT SEND YOUR APPLICATION TO THE DVLA SWANSEA**

D What documents do I need to produce with the application?

- **Registration Document/Certificate (V5/V5C) for the donor vehicle** (the vehicle giving up the number). If you have only recently acquired the vehicle and it is not yet registered in your name you can still apply if you have the V5 or V5C with the keeper change section completed, dated and signed. If you have only the green V5/2 or V5C/2 portion, you can use this but you will also need to complete form V62 (application for a Registration Certificate) available for download from www.direct.gov.uk/motoring and from local offices and Post Office® branches.
- **Registration Document/Certificate (V5/V5C) for the recipient vehicle** (the vehicle receiving the number). If you have only recently acquired the vehicle, see the advice shown above for donor vehicle. If the vehicle is new and has never been registered, you will need to submit instead your application for first registration, form V55.

- **A test certificate for each vehicle that requires one.** (Note: Although either vehicle may not be old enough to need a test certificate, they must belong to a class of vehicle that normally requires MoT or HGV testing. If a vehicle is of a type that does not normally require testing, such as a milk float or an agricultural machine, then it cannot participate in the transfer scheme.)
- **Vehicle licence discs** – but **do not** enclose them with this application, they will be requested at a later date. **Instead** fill in the licence disc expiry date and serial number in the space provided on the attached application form. **If the licence disc was taken out at a Post Office® branch within the last 2 weeks, please enclose a photocopy of the disc in case the DVLA record has not been updated with the details. Do not apply for a refund of vehicle excise duty** while your application is being considered, if you do, your application could be cancelled.

Note: If the licence disc for the receiving vehicle has expired, you **must** submit a licensing application with this application. If the donor vehicle is unlicensed, you may still be able to apply to transfer its number without renewing the licence. If the vehicle licence expired no more than 12 months prior to the date of this application, or if the donor vehicle is not yet old enough to be tested (up to 3 years for old cars or 1 year for HGV's), you should be aware that in these cases, it is likely that the local office will wish to inspect your vehicle (see note E). The concession will only apply if a Statutory Off Road Notification (SORN) has been made. **There must be no break between the expiry date of the licence and the commencement of the SORN.**

If the vehicle is unlicensed, and you have not already done so, you must complete a Statutory Off Road Notification (SORN). This can be done by completing form V890 available for download from www.direct.gov.uk/motoring and from licence issuing Post Office® branches, local offices and DVLA, Swansea.

- **V10 or V85 vehicle licence application form (for any vehicle that needs to be re-licensed)** accompanied by a certificate of insurance or cover note that is relevant to the vehicle being licensed and the appropriate vehicle excise duty.
- **The transfer fee (£80 at the time of printing).** Payment can be made by cheque (post-dated cheques are not acceptable), Bankers Order or Postal Order made payable to "DVLA, Swansea", debit card or cash (if you are applying by post please do not send cash). If the recipient vehicle is in Northern Ireland, cheques should be made payable to "Department of Environment (NI)". If you are paying by cheque the drawer's name and address and the registration number of the donor vehicle must be printed clearly on the back of the cheque. In the event that a refund of the fee becomes necessary, the refund will be made to the name and address printed on the back of the cheque.

E What happens next?

The local office may wish to inspect the donor and/or recipient vehicle(s). If so, the local office will advise you of the date and location of the inspection. The purpose of the inspection is to verify the vehicle's entitlement to the registration number by checking its particulars against those held on record. The inspection officer will need to look at the stamped in Vehicle Identification Number (VIN) and the chassis plate. You must ensure that these are cleaned sufficiently to make them legible. The local office may, on occasion, seek assistance from police vehicle examiners to aid this process. If the identity of the vehicle is in doubt, the transfer application will be refused and the vehicle may need to be re-registered under a 'Q' prefix registration number (the local office will explain if this happens).

Once the local office has checked that the application is in order each vehicle will be issued with a replacement licence disc (if appropriate) showing its new registration number.

When you receive the replacement disc(s) the old disc(s) will become void and must be returned to the local office for cancellation. No refund of duty will be paid on the void licence.

Note: If a vehicle is called for inspection but is not licensed or does not have a valid MoT certificate, it must not be driven on public roads. You will need to make arrangements to have it transported to the place of inspection.

F What registration number will be given to the donor vehicle?

The donor vehicle will be allocated a replacement registration number appropriate to its age. **N.B.** Wherever possible the vehicle will be reunited with the number it gave up as a result of a previous transfer or assignment. If the vehicle was first registered before 1963 it will receive a number which does not contain a year identifier and it may not reflect the date the vehicle was first registered. In both these circumstances the replacement number will be allocated on a non-transferable basis. This means that you will not be able to transfer it or put it onto retention at a later date. The vehicle will however, be able to receive a number in a future transfer or assignment.

G What will happen to the number currently on the receiving vehicle?

The number will be **cancelled** unless an application to transfer or retain it is submitted with your transfer application. **N.B.** If you wish to put the number on retention you must submit application form V778/1 (ask at a local office for details) at the same time as this transfer application.

H When will my new Registration Certificate(s) arrive?

Normally within 4 weeks of receiving your confirmation letter from the local office. However, if a V62 was used to support your application, it could take up to 8 weeks. If you have not received your new Certificate(s) by then you should write to Customer Enquiries (Vehicles), DVLA, Swansea, SA7 0EE or phone 0870 240 0010. Phone between 8.00am and 8.30pm, Monday to Friday or between 8.00am and 5.30pm on Saturdays. Some calls will be monitored for quality and training purposes. Customers with impaired hearing who have a textphone/minicom should phone 01792 766426. The minicom number will not respond to ordinary telephones. You can also e-mail on vehicles.dvla@gtnet.gov.uk

I When can I transfer my vehicle's new registration number again?

When you receive its new Registration Certificate.

J My vehicle has been stolen, can I still apply to transfer its number?

You can apply to transfer the number **ONLY** if the vehicle has been recorded as stolen at the DVLA in Swansea for at least one year. For further information contact the Cherished Transfer Section, DVLA, Swansea, SA99 1BW.

K My vehicle has been "written-off", can I still apply to transfer its number?

If your vehicle has been "written-off", you may still be able to transfer its number provided:- (a) your insurers have not disposed of the vehicle and are willing to give written authorisation for the transfer or retention, (b) the vehicle is available for inspection and (c) the conditions of the transfer scheme are met.

L The donor or recipient vehicle is registered in Northern Ireland. Can the number still be transferred?

Yes, provided both vehicles meet the requirements of the transfer scheme. For more information contact your local office.

M I want to assign the number held on my V750 Certificate of Entitlement to the donor vehicle.

If you have purchased, through the Agency's Sale of Marks Scheme, the right to assign a particular number to your vehicle, and you want to assign that number to the donor vehicle and at the same time transfer the donor vehicle's existing number to another vehicle, you should complete this form as directed in these notes. However, in addition to the documents outlined in note D, you must also submit your V750 Certificate of Entitlement, duly signed, with your application. The application should be accompanied by the £80 transfer fee and, where the assignment rights were purchased **before** 1 May 1993, the £80 assignment fee.

N I want to assign the number held on my V778 Retention Certificate to the donor vehicle.

If you have a number held on retention that you want to assign to the donor vehicle and you want to transfer the donor vehicle's existing number to another vehicle, you should complete this form as directed in these notes. However, in addition to the documents outlined in note D, you must also submit your V778 Retention Document, duly signed, with your application. The application should be accompanied by the £80 transfer fee and, where the number was put on retention **before** 1 May 1993, the £80 assignment fee.

O Additional information

- If the number being transferred contains an age identifier, you will not be able to transfer it to a vehicle which is older than that number, thereby making that vehicle appear newer than is actually the case.
- Not all registration numbers are transferable. The vehicle's Registration Document/Certificate (V5/V5C) will indicate when a number is non-transferable and you should check it before applying. If you have any queries you should contact Customer Enquiries (Vehicles) – for details see note H.
- The local office may wish to inspect/re-inspect the donor vehicle. **You should not dispose of the vehicle until such time as the transfer is finally approved by DVLA and you have received your new V5C Registration Certificate, otherwise the application may be cancelled.**
- Vehicles with a 'Q' or 'NIQ' prefix registration number cannot participate in the transfer scheme.
- Non-display of a licence disc on a vehicle being used or kept on a public road is an offence. You should wait until you receive your replacement licence disc before surrendering the old one for cancellation.
- It is an offence to misrepresent a registration number on a number plate. For more information see leaflet V796 available from local offices and DVLA, Swansea.
- Please check the details shown on the replacement V5C Registration Certificate(s). If the information contained on the new V5C is incorrect (eg if a non-transferable mark has been allocated and the V5C does not reflect this) or you have any queries regarding the transfer, you should write to Cherished Transfer Section, DVLA, Swansea, SA99 1BW.

Application to Transfer a Vehicle Registration Number

V317

For more information go to: www.direct.gov.uk/motoring

Please read the attached notes for guidance carefully before you complete this form. Please use BLACK INK and CAPITAL LETTERS.

1 Details of Donor Vehicle (the vehicle which now carries the number to be transferred)

Vehicle registration number

Make and model

VIN/Chassis No

Licence disc expiry date and serial number

Keeper details

Title or company name

Name

Address

Postcode

Daytime telephone number

If you are signing for a partnership, limited company or other legal entity please give your position in firm

I DECLARE that I have read and understood the declarations listed overleaf.

Signature Date

(in the case of joint keepership, both signatures are required)

2 Details of Receiving Vehicle (the vehicle which will receive the number)

Vehicle registration number

(leave blank if the vehicle is not yet registered)

Make and model

VIN/Chassis No

Licence disc expiry date and serial number

Keeper details

Title or company name

Name

Address

Postcode

Daytime telephone number

If you are signing for a partnership, limited company or other legal entity please give your position in firm

I DECLARE that I have read and understood the declarations listed overleaf.

Signature Date

(in the case of joint keepership, both signatures are required)

Official use only

CD Fee Payment type

Who paid. Donor
 Recipient
 Other

EPOS receipt no.

Donor – Replacement Licence Details

TC	Period	CC/CO ₂	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expiry month/Serial number

Associated docs V10 V85 V55

Replacement mark or V53 <input type="text"/>	CD <input type="text"/>
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Is replacement mark transferable
Yes No

Recipient – Replacement Licence Details

TC	Period	CC/CO ₂	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expiry month/Serial number

Associated docs V10 V85 V55

Actioning Section Code	Output Marker	Action Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date received at LO <input type="text"/>	Date processed at LO <input type="text"/>
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Void indicator Retained indicator
Inhibit indicator SOM indicator



3 Inspection details

The local office may wish to inspect the donor vehicle. If it is not kept at the donor keeper's address, please state where it is kept.

Address _____

Postcode _____
Full daytime telephone number _____

4 Dealer/Agent details

Please complete this section if confirmation of transfer is required by a dealer acting on your behalf.

Address _____

Postcode _____
Full daytime telephone number _____

5 Document checklist. Please tick

Please ensure you have enclosed the following:

- **V5 or V5C** Registration Document/Certificate (for donor vehicle)
- **V5 or V5C** Registration Document/Certificate (for recipient vehicle) or **V55** if unregistered
- **N.B.** Please ensure that both the V5 or V5Cs show the correct details. If any details have changed please complete the changes section before you submit your transfer application.
- A **test certificate** for each vehicle that requires one (MoT/HGV)
- **V10/V85** Licensing application and fee (if applicable)
- **Certificate of insurance** or valid cover note for any vehicle being licensed
- Transfer fee (£80 at time of printing)
- First Registration Fee (if applicable)

The completed application with enclosures must be sent to your nearest local office, see Section C on the guidance notes.

N.B. You should not enclose the vehicle licence discs with this application. The local office will send you replacement licence disc(s) when your application has been approved. When you receive the replacement disc(s) the old disc(s) will become void and must be returned to the local office for cancellation. No refund will be paid on a void licence.

IMPORTANT

Declaration to be read and understood by BOTH VEHICLE KEEPERS

- **I declare** that I have read and understood the notes attached to this form which explain the terms and conditions of the number transfer scheme.
- **I declare** that I have checked the information given in this form and as far as I know it is correct.
- **I declare** that I am in possession of the tax disc(s) for the vehicle(s) shown overleaf and that I will surrender the disc(s) to the local office upon request.
- **I understand** that the transfer of this registration number can be cancelled **at any time** if:
 - the rules of the scheme for the transfer of registration numbers are broken
 - any information given in this form, or any document used to support this form, is false or incorrect
 - any irregularities about the registration numbers are identified
 - the cheque for the transfer fee and/or licensing application is returned by the bank unpaid.

Keeper of DONOR vehicle only

I declare that I am still the keeper of the donor vehicle and that I will not sell or otherwise dispose of it until I receive a Registration Certificate under its replacement registration number and

I understand that if I dispose of the vehicle before I receive a replacement V5C Registration Certificate from DVLA, the new keeper may claim entitlement to the number and the transfer may be refused or cancelled.

I undertake to ensure that number plates, showing the new number allocated by the DVLA local office, are correctly displayed on the donor vehicle when I receive written confirmation from that office.

Keeper of RECIPIENT vehicle only

I undertake to ensure that number plates showing the new number are correctly displayed on the receiving vehicle as soon as I receive written confirmation from the local office that the transfer has been approved.

I also undertake to check that the VIN/Chassis number on the vehicle agrees with the Registration Certificate.

KEEPER OF THE DONOR VEHICLE: Please now sign the declaration in Section 1 overleaf.

KEEPER OF THE RECEIVING VEHICLE: Please now sign the declaration in Section 2 overleaf.

NOTE: Once the DVLA local office has agreed to the transfer, it cannot be withdrawn by either keeper.