



## Notes for guidance

**Please read the notes before you fill in this form.**

- 1 Only the driver should fill in and sign this form to confirm their current entitlement to drive and licence status. We will not accept forms if they haven't been signed.
- 2 If the details on your driving licence are not up to date, return it to DVLA and tell us the changes we need to make. You must by law, tell us immediately if you change your permanent address or name. You could be fined up to £1000 if you don't tell us about these changes.
- 3 If you require information on Driver Certificate of Professional Competence (CPC) please contact the Driving & Vehicle Standards Agency:
  - phone 0300 123 7721
  - email [cpcrc@dvs.gov.uk](mailto:cpcrc@dvs.gov.uk) (referring to 'Driver CPC Enquiry').Full Driver Qualification Card (DQC) information and periodic training information can be accessed via the following link: [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours) For drivers' hours and tachograph enquiries e-mail [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk) or telephone 0300 123 9000
- 4 In some instances, the company requesting details of your driver record ('the enquirer') may be requesting this information for a company you have a relationship with. The enquirer should fill in detail of all the companies who will get this information in Section 1.
- 5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA requires the explicit consent of the driver before releasing information. This information will only be released to confirm an entitlement to drive and will be held in accordance with the Data Protection Act 1998.
- 6 If you wish to withdraw consent you may do this anytime under the Data Protection Act 1988. Check with the enquirer or the company you have a relationship with (shown in Section 1) whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
- 7 If you cease to have a relationship with the company or companies named in Section 1, your consent becomes automatically invalid, but you still need to withdraw consent. If you have a new relationship with the company or companies named in Section 1 in the future you will need to fill in a new consent form.

## Warning

Failure to provide sufficient information or failure to sign the declaration will result in the application being rejected. We will carry out checks we feel are necessary to verify the information you provide.

It is a criminal offence under Section 55 of the Data Protection Act 1998 to knowingly or recklessly obtain or disclose (or procure the disclosure of) personal data without the consent of the data controller. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5,000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

**Find out about DVLA's online services**

**Go to:** [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

If you wish to view or share your driver record you can also use the following link  
[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

