

## Notes for Guidance

Please read the notes before completing this form.

- DVLA has a duty under the Data Protection Act 1998 to protect personal information. However, regulations provide for the release of information where enquirers demonstrate 'reasonable cause' to require it. Information will only be released when the circumstances relate to a vehicle or its use on the road.
- When considering requests for information under the 'reasonable cause' provisions in regulations, applicants will be assessed on their behaviour in relation to the use of the data. Information should only be requested if it is used in a fair and responsible way and for the purpose for which it is requested. In order to establish your entitlement to the information, and to process your application promptly, we need as much information as you are able to provide.
- You should include as much supporting evidence as possible including, for example, copies of estimates for repair for a damaged vehicle. Please note that the Agency will not normally release information in respect of an allegation of damage to a vehicle to anyone who is not the registered keeper, or does not provide written authority from the registered keeper of the damaged vehicle.

- **Important (see question 5 overleaf)**
  - If you are the keeper but have not registered yourself, you will need to do so. You can use either the Registration Certificate V5C providing you still have it, or form V62 (fee applicable). Similarly, if you have changed your address but have not told us, you will need to complete either the V5C or V62 (fee applicable).
- It is in your interests to complete the form as fully as possible and provide any additional evidence or information. This will help us to consider your application quickly.
- If you are the current registered keeper you may request a copy of the vehicle keeper history. You should complete sections 1 and 5 overleaf and then read and sign the form.
- Use the space at the bottom of this page to fully answer the questions in sections 2 and 3 overleaf.
- Further details on the release of information and current fees can be found on the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring). Cheques and postal orders should be made payable to DVLA, Swansea. Please do not send cash.
- The vehicle keeper may upon request be provided with a copy of this application.

**Warning:** Failure to provide sufficient information about the incident or about yourself, or failure to sign the declaration will result in your application being rejected. The Agency will carry out such checks as it deems necessary to verify the information you provide.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully procure disclosure or sell computer held personal information. The maximum penalty is a fine not exceeding £5,000.

**Any legitimate complaints received from motorists whose details have been obtained unlawfully will be passed to the Information Commissioner to consider prosecution. If the Agency has evidence that information has been obtained or used inappropriately it can refuse all future applications.**

Please sign and date the declaration after you have completed parts 1–6 overleaf and send your application with the appropriate fee to: **Fee Paying Enquiry Section, DVLA, Swansea SA99 1AJ. If you require any further information please telephone 01792 782361/783065.**

| Box 2: Any additional information | Box 3: Any additional information |
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Please write clearly in BLACK INK using CAPITAL LETTERS or tick  the appropriate box.

● **IMPORTANT** – Please read the notes overleaf before completing this form. When you have completed the form please check that you have signed the declaration before sending it to DVLA.

### 1 Your details

Full name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Date of birth

Daytime telephone number \_\_\_\_\_

### 2 Details of vehicle you want information on

Vehicle Registration Mark:

Make/Model: \_\_\_\_\_

Colour: \_\_\_\_\_

How do you know this vehicle was involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*continue overleaf if necessary*

### 3 Why you want the information

a) Why do you want to trace the keeper of this vehicle?

b) How do you intend using the information?

Please give full reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*continue overleaf if necessary*

Did you inform the police? Yes  No  If Yes,

please give: Incident N° \_\_\_\_\_

Officer's N° \_\_\_\_\_

Police Station \_\_\_\_\_

Was there a witness? Yes  No  If Yes,

please give name and address of witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4 Details of incident

If you want to know the keeper of the vehicle to take action in respect of injury, damage or loss resulting from an incident involving that vehicle, please complete the following:

Date of incident

Time of incident \_\_\_\_\_

Location (including postal address or nearest road and house) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you inform your Insurers? Yes  No  If Yes,

please give name and address of your Insurer/Broker: \_\_\_\_\_  
\_\_\_\_\_

Your policy N° \_\_\_\_\_

Did you ask your Insurer to trace the vehicle? Yes  No

### 5 Your vehicle details

Your vehicle registration mark:

Are you the registered keeper? Yes  No  If not,

Please provide statement from the registered keeper authorising you to seek information on their behalf

Are you applying for keeper history Yes/No

Has your vehicle been damaged by another vehicle Yes/No

Details of damage/estimated cost of repairs \_\_\_\_\_  
\_\_\_\_\_

### 6 Details of injury/damage to property

Details of injury/damage to property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(please provide doctor's report or other evidence of injury and any estimate for repair to damaged property)*

#### DECLARATION

I declare that the information given in this application is to the best of my knowledge correct. Any information obtained will not be used for any purpose unrelated to this enquiry. To the best of my knowledge and belief the identity of the keeper of the vehicle enquired about is unknown to me.

Signature \_\_\_\_\_

Date \_\_\_\_\_