

Please read these guidance notes carefully.

A When to apply

You will need to apply for a duplicate tax disc if:

- your original disc has been lost, stolen, destroyed or spoilt in any way; or
- the colour has faded or the figures on it cannot be read.

If you have the original disc, you must send it with the form. If you find or get back the original after receiving the duplicate, send it to the DVLA local office which issued the duplicate.

You can get a duplicate tax disc if:

- you are the registered keeper of the vehicle; or
- you have recently bought the vehicle with a valid tax disc but have lost the disc. (If you have not yet received the registration certificate, see note C.)

B How do I apply?

You should fill in this form and take or send it to a **DVLA local office**. Please do not send to DVLA Swansea. Also send your registration certificate (V5C) and the fee for the duplicate disc (see notes D and E).

You can find the address of your nearest local office:

- on the website at www.direct.gov.uk/motoring;
- in our booklet V100, available from all Post Office® branches; or
- by calling 08702 430444 (you will have to give your postcode).

DVLA local offices are open between 9am and 5pm, Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month. DVLA local offices do not take incoming calls.

C What if I do not have a registration certificate?

You should fill in this form and also form V62 (Application for a registration certificate) and take or send them to a DVLA local office (you will need to pay a fee). You can download form V62 from www.direct.gov.uk/motoring or get it from all Post Office® branches and DVLA local offices.

If you have recently bought the vehicle and you have the green new keeper's supplement (V5C/2), you may use this together with a V62 (you will not need to pay a fee).

D How much will it cost?

The fee for a duplicate tax disc is £7 and cannot usually be refunded once the application is received at the DVLA local office. There is no fee for duplicate tax discs for vehicles where no tax is due (for example, historic vehicles or vehicles of disabled drivers) or if:

- the disc has been lost in the post;
- the disc has been damaged, or the details could not be read when you renewed it (in either case you must return it with this application form);
- the original disc is being held by the police as evidence; or
- the vehicle is stolen and recovered but the disc is missing.

E How to pay

You can pay the fee in either of the following ways.

- In person at a DVLA local office by debit card or cash. (You cannot pay over the phone.)
- By post by sending this form to a DVLA local office, with a cheque or postal order made payable to **DVLA Swansea**. (Do not put a future date on your cheque as we cannot accept it.)

Do not send cash, debit card details or blank cheques or postal orders through the post.

F When will I receive my duplicate tax disc?

If our records show that you are the registered keeper and that the vehicle is currently taxed, the DVLA local office will issue a duplicate disc immediately. Otherwise we will hold your application until our vehicle record has been updated. However, if the DVLA local office is satisfied that a current disc has been bought for the vehicle, they may issue a temporary duplicate tax disc that will be valid for up to eight weeks. Once our records have been updated, a full duplicate disc will be issued.

Remember:

- display the duplicate tax disc on the vehicle;
- duplicate tax discs are clearly marked with 'Duplicate'; and
- once a duplicate is issued, the original is no longer valid.

G Data protection – releasing information

We will store your details on our vehicle register. We can release these details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.direct.gov.uk/motoring

H Further information

You can get more information on taxing and registering a vehicle from the website at www.direct.gov.uk/motoring or from leaflet V100 (available from all Post Office® branches and DVLA local offices).

You can also contact us at:

Vehicles Customer Enquiries
DVLA
Swansea
SA99 1AR

Phone: 0870 240 0010 between 8am and 8.30pm, Monday to Friday, and between 8am and 5.30pm on Saturdays. (Some calls will be monitored for quality and training purposes.)

Fax: 0870 850 1285

E-mail: vehicles.dvla@gtnet.gov.uk

Textphone: 01792 766426 (for people who are deaf and hard of hearing and are calling from a minicom).

If you are not satisfied with the service you receive from us, please see leaflet INS121 'If things go wrong', or INS101 'DVLA Customer Service Guide'. You can get these from any of the sources listed above.



Please read the notes over the page before you fill in this application form.

Please do not write in the shaded areas.

Please write clearly in **black ink** and **CAPITAL LETTERS**.

Do not send your application to us at DVLA, Swansea. Send or take it to your nearest DVLA local office.

1

1 Details of the tax disc

Vehicle registration number: 2

Make: _____ Tax class: _____
(for example, Ford, Vauxhall and so on) (The tax class is shown on your tax disc and your registration certificate (V5C).)

Date the tax disc you want to replace runs out: _____

2 Your details

Title (Mr, Mrs, Miss and so on): _____

Company name (if appropriate): _____

Address: _____

Town: _____

Postcode: 4

Your licence may be delayed if your postcode is not quoted.

Full daytime telephone number: _____

3 Declaration Making a false declaration is a criminal offence and you could be fined or put in prison

Why are you applying for a **duplicate tax disc**?

- The original has been lost
- The original has been destroyed
- The original has been stolen
- The original has been stolen with the vehicle
- The original cannot be read
- The original has been damaged

How did the above happen?

- **I promise** that if I find or get back the original tax disc I will return it to the DVLA local office that issued the duplicate.
- **I understand** that when I apply for a duplicate tax disc, the original will not be valid and must not be used.
- **I declare** that as far as I know, the information I have given is true.

Your signature _____ **Date** _____

Now take or send this application to your nearest DVLA local office (see note B over the page).

Remember to enclose:

- the fee of £7 (see note E over the page);
- the current tax disc, (if you still have it); and
- the vehicle registration certificate.
(If you do not have one, see note C over the page.)

For office use only

3

Period

Emissions

cc

Weight/Band

Trailer Weight

Axle Configuration

Seating Capacity

5 (Fee)

Full Licence Serial No. 6

£ _____ Duty

Temporary Licence Serial No. _____

DVLA Local Office Stamp

V20
10/07