



# Application to transfer **or** retain a vehicle registration number

V317

For more information go to [www.direct.gov.uk/numbertransfer](http://www.direct.gov.uk/numbertransfer)

You must read the attached Guidance notes before you fill in this form. Please use black ink and CAPITAL LETTERS. If you download this form you must submit both application pages when you apply.

## 1 What are you applying for? Put in the box that applies. See guidance note A.

- To transfer the vehicle registration number directly to another vehicle – fill in sections 2 and 3. The fee is £80.
- To retain (keep the use of) the vehicle registration number on a Retention Document – fill in section 2 and 4. The fee to retain is shown in section 4.

## 2 Details of the vehicle that the registration number is being transferred or retained from

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

Tax disc serial number (taken from the top of your tax disc):

Date the tax disc runs out:

### Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

You must include the following documents for the vehicle in section 2

- The Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62).
  - Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.
  - An MoT or Goods Vehicle Test (GVT) certificate (if appropriate).
  - The appropriate fee for the transfer or retention.
- If you need to tax your vehicle you also need to include:
- An 'Application for a tax disc' (V10) or an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85).
  - A certificate of insurance or cover note.
  - The appropriate fee for the tax disc.

### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

## 3 Details of the vehicle the vehicle registration number is being transferred to

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

Tax disc serial number (taken from the top of your tax disc):

Date the tax disc runs out:

### Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

You must include the following documents for the vehicle in section 3

- The Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62).
  - Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.
  - An MoT or Goods Vehicle Test (GVT) certificate (if appropriate).
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- If you need to tax your vehicle you also need to include:
- An 'Application for a tax disc' (V10) or an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85).
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### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

## 4 Details for the Retention Document

**IMPORTANT** – Please read this section and guidance note A, Section 4 **carefully** before filling in.

How long do you want to retain the vehicle registration number?

**One year:** £105  **Two years:** £130  **Three years:** £155

If you are retaining the vehicle registration number, as the registered keeper do you want to become the Grantee (the Grantee is the one who has the right to the vehicle registration number)?

Yes  No

If you **do not** want to become the Grantee, for example you are giving the vehicle registration number as a gift, give the details of who should be the Grantee in the box below. **This means that as the registered keeper, you will give up the right to the vehicle registration number.**

### Grantee's details (see note A, section 4)

|                        |
|------------------------|
| Title or company name: |
| Full name:             |
| Full Address:          |
| Postcode:              |

Grantee's phone number: (In case we need to get in touch with you.)

### Nominee's details (see note A, section 4)

If you are retaining the vehicle registration number and are becoming the Grantee you may want to assign it (put it on) to a vehicle registered in someone else's name. This person is known as the Nominee. Give the Nominee's details below.

Title: Mr  Mrs  Miss  Ms  Other (for example, Dr)

|               |
|---------------|
| First name:   |
| Surname:      |
| Company name: |

Grantee's signature:

|  |
|--|
|  |
|--|

Date:

## 5 Dealer/Agent details

Please fill in this section if a dealer acting on your behalf is delivering and or collecting paperwork.

|                            |
|----------------------------|
| Name and Address:          |
| Postcode:                  |
| Full daytime phone number: |

## Official use only

ITT 126  ITT 127   
Retention Transfer

Fee  Payment Type

Who paid: Donor  Recipient  Other

EPOS Receipt No.

### Donor/Retained vehicle details

VRN           CD

Vehicle Make

Replacement tax disc expiry/serial number

Disc 1

Disc 2

T/C  Period  CC/CO<sub>2</sub>  Value

Associated docs: V10  V85

| Replacement vehicle registration number or V53 | C/D                  |
|--|----------------------|
| <input type="text"/>                           | <input type="text"/> |

Is this replacement vehicle registration number transferable? Yes  No

Is this vehicle registration number being retained? Yes  No

If yes, for how long 1yr  2yrs  3yrs

### Receiving vehicle details

VRN           CD

Vehicle Make/Model:

Replacement tax disc expiry/serial number

Disc 1

Disc 2

T/C  Period  CC/CO<sub>2</sub>  Value

Associated docs: V10  V85  V55

Actioning section code  Output marker  Action code

Indicator(s): Void  Retained  Inhibit  SOM

Date received at LO

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Date processed at LO

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

**Guidance notes.** Read the notes on the front and back of this page before filling in the form and keep them safe so you can read them in the future. You should also read our leaflet 'Registration numbers and you' (INF46) which you can get from [www.direct.gov.uk/motoringleaflets](http://www.direct.gov.uk/motoringleaflets)

## A How to fill in this form

### Section 1 – What are you applying for?

- If you choose to transfer a vehicle registration number (directly to another vehicle), please make sure you fill in section 1 and send the correct fee.
- If you choose to retain (keep the use of) a vehicle registration number, you can retain it for one, two or three years. Please make sure you fill in section 1 and send in the correct fee.

**Note:** the fee to retain the vehicle registration number includes the assignment fee (putting it on the vehicle) of £80. If you assign the vehicle registration number before the retention period ends your retention fee is non-refundable. For example, if you choose to retain a registration number for three years and assign this in the first year, we will not refund the two year retention period left to run.

### Section 2 – Details of the vehicle that the vehicle registration number is being transferred or retained from

**Only the registered keeper or the person about to become the registered keeper of this vehicle can apply.**

Give all the details section 2 asks for.

- If you are enclosing a New keeper's details (V5C/2) with an 'Application for a Vehicle registration certificate' (V62) you must ensure that it has not been previously stamped by a DVLA local office. If your V5C/2 has been previously stamped or you do not have one, you will need to fill in a V62 and wait for your registration certificate before you apply for a transfer or retention. You cannot continue with your application.
- **Do not enclose the vehicle's tax disc with this application.**
- Do not apply for a refund of the vehicle tax either before or while we are considering your application.
- The registered keeper of this vehicle must sign and date the declaration.

### Section 3 – Details of the vehicle the vehicle registration number is being transferred to

Give all the details section 3 asks for.

- If you are enclosing a V5C/2 you must ensure that it has not been previously stamped by a DVLA local office.
- If your V5C/2 has been previously stamped or you do not have one, you will need to fill in a V62 before you apply for a transfer or retention.
- **Do not enclose the vehicle's tax disc with this application.**
- Do not apply for a refund of the vehicle tax either before or while we are considering your application. If you do, we will cancel your application.
- The registered keeper of this vehicle must sign and date the declaration.

### Section 4 – Details for the Retention Document

Give all the details section 4 asks for.

#### IMPORTANT

If you are retaining the vehicle registration number, you, as the registered keeper, can choose to become the Grantee or you can give up your right to the vehicle registration number and give the details of someone else as the Grantee. Once the retention application is finalised **only the Grantee** will have the right to the vehicle registration number.

- The **Grantee** is the person who has the right to the vehicle registration number.
- The Grantee has the right to assign the vehicle registration number to a vehicle registered in someone else's name. This person is known as a **Nominee**.
- If a Nominee has been given on this application the Grantee (this can either be the registered keeper or the new Grantee) must sign section 4. The Grantee can choose to add a Nominee at a later date but will have to pay a further fee of £25.
- Only the Grantee can assign the vehicle registration number to their vehicle or to the Nominee's vehicle.
- The Nominee will have no right to the vehicle registration number until it is assigned to their vehicle.
- If there is a Nominee they must be the registered keeper of the vehicle the vehicle registration number is going to be assigned to.

## B How and where to apply

**You must either take or send both application pages and the appropriate documents to a DVLA local office. All supporting documents must be originals; not photocopies, faxed copies or downloaded copies.**

You can find the address of your nearest local office:

- on the website at [www.direct.gov.uk/dvlocal](http://www.direct.gov.uk/dvlocal); or
- by phoning **0300 123 1277**. (You will be asked to give your postcode.)

**Do not send your application to DVLA Swansea.**

## C Conditions for transferring or retaining a vehicle registration number

**To transfer or retain a vehicle registration number the following must apply:**

- to transfer, the vehicle in section 2 and 3 must exist and be registered at either DVLA or on the Northern Ireland register
- to retain, the vehicle in section 2 must exist and be registered at DVLA
- the vehicle in section 2 and 3 must be available for inspection
- you must be the registered keeper of the vehicle in section 2
- you cannot display a vehicle registration number that will make your vehicle appear younger
- you must not sell or get rid of the vehicle until you receive a replacement V5C. If you do sell or get rid of the vehicle before you get a replacement V5C, the new keeper is entitled to keep the vehicle registration number if they want to
- the vehicle must be a type that has to have an MoT or GVT certificate.

Under the Retention of Registration Marks Regulations (as amended) at any time we may withdraw your right to the vehicle registration number.

**Also, we can cancel a transfer or retention application if:**

- you have not met the conditions for transferring or retaining a vehicle registration number;
- any information you give in this form, or in any document used to support this form, is false or incorrect;
- there is any mistake relating to the vehicle registration number; or
- your bank does not send us your payment.

## Further information:

- You cannot transfer or retain a vehicle registration number starting with a 'Q' or Northern Ireland (NI) 'Q' prefix.
- It is an offence to misrepresent a vehicle registration number on a number plate (for example, by making a '5' look like an 'S'). See leaflet 'Vehicle registration numbers and number plates' (INF104) which you can get from [www.direct.gov.uk/motoringleaflets](http://www.direct.gov.uk/motoringleaflets)
- You can transfer a vehicle registration number to or from a vehicle registered in Northern Ireland (NI) as long as both vehicles are registered either at DVLA or on the NI register. See leaflet INF46.

## D Insurance write-off

### This applies to the vehicle in section 2.

If your vehicle has been written off it may still be possible to transfer or retain its vehicle registration number if:

- your insurers have not scrapped the vehicle and have agreed, in writing, to you transferring or retaining the vehicle registration number (include the written agreement with your application);
- the vehicle is available for us to inspect (we will also ask for an insurer's engineers report); and
- you have met the conditions for transferring or retaining the vehicle registration number.

## E Conditions on taxing a vehicle

### The vehicle that currently has the vehicle registration number (as in section 2)

- If the vehicle is not taxed, you can still apply to transfer its vehicle registration number without renewing the tax, if you have made a Statutory Off Road Notification (SORN).
- There must be no break between the date a tax disc runs out and the start of the SORN.
- The vehicle tax should have run out (not refunded) no more than 12 months before the date of this application.

### The vehicle the registration number is being transferred to (as in section 3)

- The vehicle must be taxed. If the vehicle is not taxed, an application to tax must be made with this transfer application.
- You will need either a V55, V10 or V85, a certificate of insurance or cover note, and a valid MoT or GVT certificate (if appropriate) for the vehicle. The certificates must be valid on the date the tax disc starts.
- You must pay the appropriate fees.

## F How to pay

### You can pay by:

- debit card or credit card, if paying in person;
- cheque, banker's draft or postal order made payable to 'DVLA Swansea'. For transfers to vehicles in Northern Ireland, cheques should be made payable to 'Department of Environment (NI)'; or
- cash (do not send cash through the post).

## G Where to get your application forms

You can get application forms V62 and 'Application for a tax disc' (V10) from the website at [www.direct.gov.uk/motoringforms](http://www.direct.gov.uk/motoringforms) or from DVLA local offices, or any Post Office® branch that issues tax discs.

You can get an application for registering the vehicle with the vehicle registration number for the first time and an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85) from DVLA local offices or by phoning 0300 790 6802. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. (This number will not respond to ordinary phones).

## H What happens next?

- The DVLA local office may want to inspect your vehicle. If so, the local office will tell you the date and place of the inspection.

Once your application is approved, the following will apply.

- The vehicle in section 2 will be given a replacement vehicle registration number appropriate to its age, unless you want to assign another appropriate vehicle registration number at the same time.
- The vehicle in section 3 will have its current vehicle registration number withdrawn (even if it is a personalised registration number), unless you also apply to transfer or retain it when you make this application.
- The DVLA local office will send you a confirmation letter, usually within two weeks. In most cases this will include your new tax disc, authorisation to display the new vehicle registration number and your amended MoT or GVT certificate (if appropriate).
- We will send your new V5C and a Retention Document, (if you are retaining the vehicle registration number), within four weeks of receiving your application. However, this could take up to eight weeks if you included a V62 or if we need to inspect the vehicle. If you do not receive your documents after eight weeks, phone DVLA Customer Enquiries on 0300 790 6802.
- If you have given someone else's details as the Grantee the Retention Document will be sent to them.