



# Application for a digital tachograph workshop card

Read booklet 'How to fill in your application for a digital tachograph workshop card' (INF178B), before you fill in this form.

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



Please **write clearly** in **black ink** using **capital letters**. Please put  against all that apply.

## 1 Your details

Surname: \_\_\_\_\_  
First names: \_\_\_\_\_

Mr  Mrs  Miss  Ms

Other title (eg. Rev) \_\_\_\_\_ Male  Female

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Full daytime phone number (optional): \_\_\_\_\_  
E-mail address (optional): \_\_\_\_\_

If you have changed either your name or address since we issued your last workshop card, you should write the previous details below so that we can keep our records up to date. We will not issue a new workshop card.

You must also change your name and/or address on your driving licence.

Previous name: \_\_\_\_\_  
Previous address: \_\_\_\_\_  
\_\_\_\_\_  
Post town: \_\_\_\_\_ Postcode: \_\_\_\_\_

If you have a digital tachograph workshop card write the number below:  
\_\_\_\_\_

Write your GB driving licence number below (if you know it):  
\_\_\_\_\_

Do you hold a GB photocard driving licence? Yes  No   
Are you currently applying for one? Yes  No

## 2 Workshop details

Workshop name: \_\_\_\_\_  
Workshop address: \_\_\_\_\_  
\_\_\_\_\_  
Post town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Training Certificate Expiry Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Enclose a copy of your up to date digital training certificate.

1. Workshop/Centre Seal Number: G B \_\_\_\_\_ 0  
2. Approved Repairer Seal Number: G B \_\_\_\_\_ R

### DVSA Use Only

Unique Workshop Fitter Number \_\_\_\_\_  
DAM Code \_\_\_\_\_

Has the name or address (or both) of the **Workshop** changed since your last digital tachograph workshop card was issued?  
Yes  No

## 3 Other digital tachograph cards held

Please put  against all that apply

a) **Do you hold any other digital tachograph workshop cards?** Yes  No

If 'yes' please write the card number/s below.  
(The card number is located in field 5b on the card)

Card 1 \_\_\_\_\_  
Card 2 \_\_\_\_\_

b) **Do you or your employer hold a digital tachograph company card?** Yes  No

If 'yes' please write the card number below:  
\_\_\_\_\_

## 4 Reason for your application

Please put  against all that apply

a) **I am applying for my first digital tachograph workshop card:**

b) **I hold a digital tachograph workshop card and want to replace it:**

Please state reason for replacement:  
Lost  Stolen  Malfunction  Damaged

If lost or stolen please confirm when and where this occurred:  
Date \_\_\_\_\_ Town/Country \_\_\_\_\_

**If your card has malfunctioned or is damaged, it must be returned with the application form.**

c) **My PIN code has not been received:**   
**My PIN is invalid:**

d) **I hold a digital tachograph workshop card and want to exchange it**  
To notify change of workshop address:   
To notify change of my name:

Back of photograph



Back of photograph

Back of photograph



Your information is processed in accordance with the law on drivers' hours and tachographs. It may be shared with government organisations and law enforcement agencies in and outside the UK to check your application, to process the Driver Certificate of Professional Competence and for any other lawful reasons. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy) or request a written copy by phoning 0300 790 6106.

If you hold a GB driving licence, you are not required to send in a photograph. Go to Section 7.

## 5 Confirming your identity

Fill in sections 5 and 6 only if you:

- hold a GB paper-style driving licence but want to have a digital tachograph workshop card – you must provide a photograph
- have a digital tachograph workshop card but need to change the name on it, or
- do not hold a GB driving licence – you must provide a photograph.

### Part A – Valid UK passport holders

By entering your passport number in the box below, you are giving DVLA permission to access your details with Her Majesty's Passport Office (HM Passport Office).

Valid UK passport number:

Please do not send in your valid UK passport, if you have completed this section.

### Part B – Documents enclosed to prove your identity

Please put  against all original valid document(s) enclosed.

As birth/adoption certificates are not absolute proof of identity, you must also send one other form of identification. Please see booklet INF178B.

- Passport  UK birth/adoption certificate   
EU/EEA identity card  Evidence of State Retirement Pension (SRP)   
Travel document  Biometric Residence Permit (BRP)

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied/laminated document(s) are not acceptable.

### Documents enclosed to verify a change of name

Please put  against the original document(s) you are enclosing. This must show a clear link to your current name if different from that shown on your valid UK passport or the identity document(s) that you are enclosing.

- Marriage certificate  Civil partnership certificate   
Divorce certificate  Deed poll or statutory declaration

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied/laminated document(s) are not acceptable.

## 6 Signing your photograph

If you are providing identity documents other than a valid Passport/Travel Document, Biometric Residence Permit or EU/EEA National Identity Card, someone reliable must sign the back of your photograph, (details of who can sign the back of the photo are given in the section headed 'signing your photo' in the booklet INF178B).

**Warning: This person must be resident in the UK, know you personally, and must not be a relative, or person living at the same address.**

Ask the person who signs the back of your photo to fill in the rest of this section.

### To be filled in by the person signing your photograph

- I am resident in the UK
- I know the applicant and can confirm it is a true likeness
- I have signed the back of the photo
- I agree to you undertaking checks.

Signature:  Date:

Full name:   
Business or home address:   
 Postcode:   
Full daytime phone number:   
Profession:

We will make checks on those who sign photographs for digital tachograph workshop applications.



**Driver CPC** is a legal requirement for all professional bus, coach and lorry drivers.

Search [www.gov.uk](http://www.gov.uk) for Driver CPC

## 7 Declaration and signature

Read the following statements and then sign below.

I understand that it is a criminal offence if I make a false declaration to get a digital tachograph workshop card and can lead to a fine of up to £5000, and/or a maximum of two years imprisonment.

I have read and understood the general information given in 'How to fill in your application for a digital tachograph workshop card' (INF178B).

I have checked the details I have given in this form and I know they are correct.

I know and believe, I am entitled to a digital tachograph workshop card.

We may use the information we hold about your driving licence record (if you have one) for tachograph purposes. If your personal details are now different from those shown on your driving licence, your driving licence must be returned to DVLA for amendment.

### Important

See section 7 of INF178B

Date

We will not accept this application unless you sign below in black ink and your signature is completely within the white box.

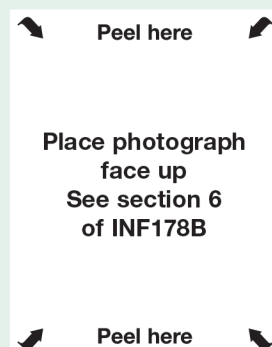
- Keep your signature within the white box •

- Keep your signature within the white box •

### Document checklist

Please put  in the relevant boxes in this section to show what you are sending with this application

- Proof of identity (if you filled in section 5)   
Your last digital tachograph workshop card (if this applies)   
Your GB driving licence (if your name and or address have changed)



Now send your form to us at: DVSA, PO Box 343, Swansea SA1 2YS