



Application for a digital tachograph workshop card

Read booklet INF178(NI) How to fill in your digital tachograph workshop card application form, before you fill in this form.

**D778
(NI)**

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

1 Your details

Surname: _____
First names: _____

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other title (eg. Rev) _____ Male ☐ Female ☐

Day _____ Month _____ Year _____
Date of Birth: _____

House No. _____ Postcode: _____

Address: _____

Post town: _____

Place of birth (town/country): _____

Mothers maiden name or codeword: _____

Full daytime phone number: _____

E-mail address: _____

If your name or home address (or both) have changed since your last digital tachograph workshop card was issued please write the details below:

Previous names: _____

Previous address: _____

Post town: _____

Postcode: _____

Write your NI digital tachograph workshop card number below (if you have one):

Write your NI driving licence number below (if you have one):

Have you a driving licence which was issued following submission of identity documents (i.e. issued on or after 01/04/99)? Yes ☐ No ☐

If you answered 'no', you must submit identity documentation with your application.

2 Workshop details

Workshop name: _____

Workshop address: _____

Post town: _____ Postcode: _____

Training Certificate _____ Day _____ Month _____ Year _____

Expiry Date _____

A photocopy of your current training certificate **must** be submitted with this form.

Workshop / Centre Seal Number **G B N I** _____

DVA 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 **X** against all that apply

a) Do you hold any other digital tachograph 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 _____

Card 3 _____

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 **X** 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 ☐ Damaged ☐

Please confirm when and where this occurred:

Date _____ Town/Country _____

Malfunction ☐ If your card has malfunctioned, it must be returned with the application form.

c) My PIN code has not been received ☐
My PIN code is invalid ☐

Section 4 continued overleaf.

DVA use only

Authorised by _____

Date _____

Stamp of Approval

Official use only

Passport ☐

B/cert ☐

M/cert ☐

Other _____

No ID ☐

Retd _____

DAM _____

EUSS ☐

BID ☐

Back of photo

Back of photo

Back of photo



An Agency within the Department for
Infrastructure
Gníomhaireacht laisigh den Roinn
Bonneagair

An Agency within the Department for
Infrastructure
www.infrastructure-ni.gov.uk

d) I hold a digital tachograph workshop card and want to exchange it

To notify change of workshop name and/or address ☐

To notify change of name ☐

e) I want to renew my digital tachograph workshop card because my present card is due for renewal or has expired ☐

f) I wish to notify you of a change to my home address details ☐

If you hold a NI photocard driving licence go to Section 7.

5 Confirming your identity

Fill in sections 5 and 6 only if you;

- hold a NI non-ID checked driving licence (issued before 01/04/99), and are applying for a digital tachograph workshop card, or
- hold a digital tachograph workshop card but need to change the name or photograph on it, or
- do not hold a NI driving licence

If any of the above points refer to you, we need proof of your identity. The proof must be in the form of an original document. We do not accept photocopies. Details of the document you can provide as proof are given on page 6 of the INF178(NI).

Which document are you providing to prove your change of name?

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

Passport ☐ (go to 7)

UK Travel Document ☐

UK birth or adoption certificate ☐

EU Settlement Scheme (EUSS) digital share code ☐

Biometric Residence Permit (BRP) ☐

Please write the type and serial numbers of the documents you are enclosing or your digital sharecode. By entering your digital share code, you are aware that DVA will check your details with the Home Office.

Photocopies/laminated document(s) are not acceptable.

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 ☐

Decree nisi or absolute ☐

Deed poll declaration or statutory declaration ☐

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 £2500.

I have read and understood the general information given in INF178(NI), How to fill in your application for a digital tachograph workshop card.

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

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

If this is your first application for a digital tachograph workshop card, you must enclose a passport sized colour photograph.

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 DVA for amendment.

Important

See page 10 of INF178 (NI)

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 •

Please write the identity number(s) of the document(s) you are providing

Photocopies/laminated documents are not acceptable.

6 Signing your photograph

If you are providing identity documents other than an up-to-date UK passport/Travel Document or EU Settlement Scheme (EUSS) digital share code or Biometric Immigration Document (BID), someone reliable must sign the back of your photograph, (details of who can sign the back of the photo are given on page 8 of INF178(NI)).

Warning: This person must have known you personally for at least two years, and must not be a relative or partner 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.

If you want us to return your supporting documents by secure delivery please supply an appropriate **pre-paid** special delivery envelope. **Note: We will not provide compensation for any loss or delay resulting from the use of second class post.**

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.

Document checklist

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

Proof of identity (if this applies) ☐

Your last digital tachograph workshop card(s) (if this applies) ☐

Your NI driving licence (accompanied by a completed DL1 form) if your name and/or address details have changed ☐

Photograph (if applicable) ☐

Workshop cards are free of charge

Peel here

Place photograph face up
See page 9 of INF178(NI)

Peel here

Now send your form to us at: DVA Enforcement Policy, Hydebank House, 4a Hospital Road, Ballydollahgan, Belfast, BT8 8JL