



# Giving people information from our vehicle record







If you need information from us you must give a good reason for asking for it. Our vehicle and driver records are not 'open'. We have a duty to:

- protect personal information. (Our responsibilities are given in the Data Protection Act 1998)
- release information that we hold to people where they give a 'reasonable cause' for getting it.

(Our responsibilities are given in Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002).

Below is a list of the people or organisations who ask us for information. The type of information we are able to give will vary depending on who is asking for it and why they need it.

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## 1. The current keeper of the vehicle to get the history of the vehicle

| DVLA                                               |                                                                   | Enquirer                                             |                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------|
| The information we will give                       | Why we give this information                                      | Information we want from you                         | Evidence we need you to give us                                         |
| Number of previous keepers.                        | So the current keeper can get the information about               | Vehicle registration number, the make and the model. | Either you are registered as the current keeper or                      |
| Names and addresses of previous keepers.           | previous keepers of<br>his vehicle that he is<br>entitled to get. | and the modes.                                       | you have authority<br>from the registered<br>keeper to act for<br>them. |
| Dates the previous keepers got the vehicle.        |                                                                   |                                                      |                                                                         |
| Dates the previous keepers got rid of the vehicle. |                                                                   |                                                      |                                                                         |

#### 2. The previous keeper of the vehicle

 asking for the number of previous keepers and the dates they were keeper.

| DVLA                                                                            |                                                                                                                  | Enquirer                                                                             |                                                                                                            |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| The information we will give                                                    | Why we give this information                                                                                     | Information we want from you                                                         | Evidence we need you to give us                                                                            |
| (This information will only be up to the date that you got rid of the vehicle). | So the previous keeper can get the information about previous keepers of his vehicle that he is entitled to get. | Vehicle registration<br>number, the make<br>and the model.                           | Either you are registered as the previous keeper or you have authority from the previous keeper to act for |
| Number of previous keepers.                                                     |                                                                                                                  |                                                                                      | them.                                                                                                      |
| Names and addresses of previous keepers.                                        |                                                                                                                  | If the address is<br>different to the one<br>on your record we<br>need your previous | If the address is<br>different to the one<br>on your record we<br>need proof that you                      |
| Dates the previous keepers got the vehicle.                                     |                                                                                                                  | address.                                                                             | live at the address<br>given on your V888<br>such as a copy of<br>a utility bill or bank                   |
| Dates the previous keepers got rid of the vehicle.                              |                                                                                                                  |                                                                                      | statement (with sensitive information blanked out).                                                        |

## 2. The previous keeper of the vehicle

• asking for their own dates as the keeper.

| DVLA                                  |                                                                                                                | Enquirer                                                                                         |                                                                                                                                                                                                                  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give          | Why we give this information                                                                                   | Information we want from you                                                                     | Evidence we need you to give us                                                                                                                                                                                  |
| The date that they got the vehicle.   | The previous keeper wants the information to sort out a problem such as a speeding fine or an insurance claim. | Vehicle registration<br>number, the make<br>and the model.                                       | Either you are registered as the current keeper or you have authority                                                                                                                                            |
| The date they got rid of the vehicle. |                                                                                                                |                                                                                                  | from the registered keeper to act for them.                                                                                                                                                                      |
|                                       |                                                                                                                | If the address is<br>different to the one<br>on your record we<br>need your previous<br>address. | If the address is different to the one on your record we need proof that you live at the address given on your V888 such as a copy of a utility bill or bank statement (with sensitive information blanked out). |

#### 3. Private individuals

• asking for the name and address of a keeper following an accident.

| DVLA                                                                    |                                                                                                    | Enquirer                                                                                                                                |                                                                                    |                                             |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------|
| The information we will give                                            | Why we give this information                                                                       | Information we want from you                                                                                                            | Evidence we need you to give us                                                    |                                             |
| The name and address of the person we had registered as the keeper on a | We give this information when the vehicle has been involved in a minor accident.                   | The vehicle registration number, the make of the vehicle and the model.                                                                 | A copy of their authorisation if they are acting for someone else.                 |                                             |
| particular date.                                                        | The information may be used to sort out personal injury claims, damage to vehicles or to property. | A clear explanation of how the vehicle was involved in the alleged incident and why they need the keepers' name and address.            | The police reference number if the incident was reported to the police.            |                                             |
|                                                                         |                                                                                                    | The vehicle registration number, the make of the vehicle and the model of their vehicle if it was involved.                             | The insurance policy number if the incident was reported to the insurance company. |                                             |
|                                                                         |                                                                                                    | may be used to sort<br>out personal injury<br>claims, damage<br>to vehicles or to                                                       | When and where the incident happened.                                              | A photo of the damaged vehicle or property. |
|                                                                         |                                                                                                    |                                                                                                                                         |                                                                                    | A copy of any quote or invoice for repair.  |
|                                                                         |                                                                                                    | If the address is differe<br>your record, we need p<br>the address given on y<br>copy of a utility bill or b<br>sensitive information b | oroof that you live at<br>our V888 <b>such as</b> a<br>pank statement (with        |                                             |

#### 3. Private individuals

• asking for detail of a vehicle abandoned on their property.

| DVLA                                                                                     |                                                              | Enquirer                                                                                         |                                                                                                                                                                             |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                             | Why we give this information                                 | Information we want from you                                                                     | Evidence we need you to give us                                                                                                                                             |
| The name and address of the person we had registered as the keeper on a particular date. | person we had on private land. registered as the keeper on a | The vehicle registration number, the make of the vehicle and the model.                          | A copy of their authorisation if they are acting for someone else.                                                                                                          |
| particulai date.                                                                         |                                                              | Where and when it happened and where the vehicle is.                                             | Photo of abandoned vehicle.                                                                                                                                                 |
|                                                                                          |                                                              | If the address is<br>different to the one<br>on your record we<br>need your previous<br>address. | Proof that you live at<br>the address given on<br>your V888 <b>such as</b> a<br>copy of a utility bill or<br>bank statement (with<br>sensitive information<br>blanked out). |

#### 3. Private individuals

 acting as the executor of a will or as administrator of the estate of a person who has died.

| DVLA                                                                                                                         |                                                                                     | Enquirer                                                   |                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give.                                                                                                | Why we give this information                                                        | Information we want from you                               | Evidence we need you to give us                                                                                                                                             |
| Confirmation that<br>the person who has<br>died was the person<br>we had registered<br>as the current or<br>previous keeper. | e person who has of the deceased. ed was the person e had registered the current or | Vehicle registration<br>number, the make<br>and the model. | A copy of documents confirming your appointment as executor or administrator of the deceased person's estate.                                                               |
|                                                                                                                              |                                                                                     | The name of the person who has died.                       | Proof that you live at<br>the address given on<br>your V888 <b>such as</b> a<br>copy of a utility bill or<br>bank statement (with<br>sensitive information<br>blanked out). |

## 4. Mileage companies to establish liability and recover costs

| DVLA                                               |                                                              | Enquirer                                             |                                           |
|----------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|-------------------------------------------|
| The information we will give                       | Why we give this information                                 | Information we want from you                         | Evidence we need you to give us           |
| Number of previous keepers.                        | To find out if the mileage shown is correct.                 | Vehicle registration number, the make and the model. | Any individual agreements made with DVLA. |
| Names and addresses of previous keepers.           | To investigate fraud.                                        | Vehicle Identification<br>Number (VIN).              |                                           |
| Dates the previous keepers got the vehicle.        | To find out the condition of the vehicle before an accident. |                                                      |                                           |
| Dates the previous keepers got rid of the vehicle. |                                                              |                                                      |                                           |

# **5. Insurance companies, solicitors, and legal aid agencies**

• to establish liability and recover costs.

| DVLA                                                                    |                                                                                                                                                                                                                                                                | Enquirer                                                                                                    |                                                                                                                                                     |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                            | Why we give this information                                                                                                                                                                                                                                   | Information we want from you                                                                                | Evidence we need you to give us                                                                                                                     |
| The name and address of the person we had registered as the keeper on a | To establish liability and recover costs.                                                                                                                                                                                                                      | The vehicle registration<br>number, the make of<br>the vehicle and the<br>model of the vehicle<br>involved. | A copy of their authorisation if they are acting for someone else.                                                                                  |
| particular date.                                                        | A clear explanation of how the vehicle was involved in the alleged incident and why details are needed.  Your clients vehicle registration number, its make and its model (if it was involved in any alleged incident).  When and where the incident happened. | of how the vehicle<br>was involved in the<br>alleged incident<br>and why details are                        | Data protection registration number.                                                                                                                |
|                                                                         |                                                                                                                                                                                                                                                                | registration number,<br>its make and its<br>model (if it was<br>involved in any                             | Companies House<br>number (if registered<br>there).                                                                                                 |
|                                                                         |                                                                                                                                                                                                                                                                | Insurance policy number and copy of the policy.                                                             |                                                                                                                                                     |
|                                                                         |                                                                                                                                                                                                                                                                |                                                                                                             | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |
|                                                                         |                                                                                                                                                                                                                                                                |                                                                                                             | One of the following: A photo of the damaged vehicle or property A copy of any quote or invoice for repair Claim/case reference number              |

# 5. Insurance companies, solicitors, and legal aid agencies

• to investigate fraud and establish the condition of a vehicle before an accident.

| DVLA                                               |                                                                                         | Enquirer                                                                               |                                                                                                                                                     |
|----------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                       | Why we give this information                                                            | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| Number of previous keepers.                        | To investigate fraud and, or find out the condition of the vehicle before the accident. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | A copy of their authorisation if they are acting for someone else.                                                                                  |
| Names and addresses of previous keepers.           |                                                                                         | An explanation of why you suspect fraud and the accident circumstances.                | Data protection registration number.                                                                                                                |
| Dates the previous keepers got the vehicle.        |                                                                                         | t the how the information will help you.                                               | Companies House number (if registered there).                                                                                                       |
| Dates the previous keepers got rid of the vehicle. |                                                                                         |                                                                                        | Insurance policy number and copy of the policy.                                                                                                     |
|                                                    |                                                                                         |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

#### 6. Solicitors, and legal aid agencies

• to establish liability and recover costs for matrimonial purposes.

| DVLA                                                                                                  |                                                                                        | Enquirer                                                           |                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                                          | Why we give this information                                                           | Information we want from you                                       | Evidence we need you to give us                                                                                                                     |
| To confirm if a named person is shown as the current registered keeper.  To identify personal assets. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | A copy of their authorisation if they are acting for someone else. |                                                                                                                                                     |
|                                                                                                       |                                                                                        | The name of the person involved in the matrimonial case.           | Data protection registration number.                                                                                                                |
|                                                                                                       |                                                                                        | the mathmonial case.                                               | Companies House number (if registered there).                                                                                                       |
|                                                                                                       |                                                                                        |                                                                    | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

## 6. Solicitors, and legal aid agencies

• for judgement.

| DVLA                                                                                   |                                                                                             | Enquirer                                                                               |                                                                                                                                                     |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                           | Why we give this information                                                                | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| Confirmation that<br>the named person is<br>shown as the current<br>registered keeper. | To ensure the assets being repossessed or seized belong to the person named on a judgement. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | A copy of their authorisation if you are acting for someone else.                                                                                   |
| We will also give<br>the address if this<br>is needed to serve                         | if this serve                                                                               | The name of the person stated on court judgement.                                      | Data protection registration number.                                                                                                                |
| judgement papers.                                                                      |                                                                                             |                                                                                        | Companies House number (if registered there).                                                                                                       |
|                                                                                        |                                                                                             |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |
|                                                                                        |                                                                                             |                                                                                        | Copy of court judgement.                                                                                                                            |

#### 6. Solicitors, and legal aid agencies

 acting as the executor of a will or on behalf of the administrator of the estate of a person who has died.

| DVLA                                                                               |                                                                          | Enquirer                                                                               |                                                                                                                                                     |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                       | Why we give this information                                             | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| To confirm that the person who has died is shown as the current registered keeper. | person who has of the person who died is shown as the current registered | The vehicle registration number, the make of the vehicle and the model of the vehicle. | Copy of document confirming executor or administrator.                                                                                              |
| had the vehicle if                                                                 |                                                                          | The name of the person who has died.                                                   | Data protection registration number.                                                                                                                |
| as the previous                                                                    |                                                                          |                                                                                        | Companies House number (if registered there).                                                                                                       |
|                                                                                    |                                                                          |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

#### 7. Housing and Estate management companies

| DVLA                                                            |                                                           | Enquirer                                                                               |                                                                                                                                                     |
|-----------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                              | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on a specific date. | ss of a current keeper of ered keeper on a vehicle parked | The vehicle registration number, the make of the vehicle and the model of the vehicle. | A copy of agreements with Landowner or confirmation that enquirer owns property.                                                                    |
|                                                                 |                                                           | The date and location of the incident.                                                 | Data protection registration number.                                                                                                                |
|                                                                 |                                                           |                                                                                        | Companies House number (if registered there).                                                                                                       |
|                                                                 |                                                           |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

#### 8. Petrol Station

| DVLA                                                                                                                                                                       |                                                                                        | Enquirer                                                                               |                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                                                                                                               | Why we give this information                                                           | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on a specific date.  To identify the current keeper of a vehicle for you to collect money from them for not paying for petrol. | current keeper of a<br>vehicle for you to<br>collect money from<br>them for not paying | The vehicle registration number, the make of the vehicle and the model of the vehicle. | A copy of 'drive-off' report.                                                                                                                       |
|                                                                                                                                                                            | The date and location of the incident.                                                 | Copy of receipt showing registration number (if applicable).                           |                                                                                                                                                     |
|                                                                                                                                                                            |                                                                                        |                                                                                        | Incident or crime reference number (if applicable).                                                                                                 |
|                                                                                                                                                                            |                                                                                        |                                                                                        | Data protection registration number.                                                                                                                |
|                                                                                                                                                                            |                                                                                        | Companies House number (if registered there).                                          |                                                                                                                                                     |
|                                                                                                                                                                            |                                                                                        |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

## 9. Garage

| DVLA                                                            |                                                                                         | Enquirer                                                                              |                                                                                                                                                     |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                                                            | Information we want from you                                                          | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on a specific date. | To identify the current keeper of a vehicle to collect payment for work to the vehicle. | The vehicle registration number, the make of the vehicle and the model of the vehicle | A copy of the invoice                                                                                                                               |
|                                                                 |                                                                                         | The date and location of the incident.                                                | Data protection registration number.                                                                                                                |
|                                                                 |                                                                                         |                                                                                       | Companies House number (if registered there).                                                                                                       |
|                                                                 |                                                                                         |                                                                                       | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

## 10. Vehicle manufacturers to make safety recalls

| DVLA                                                            |                                                                           | Enquirer                                                                               |                                                                                                                                                     |
|-----------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                                              | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on a specific date. | address of a current keeper of a egistered keeper on vehicle for a safety | The vehicle registration number, the make of the vehicle and the model of the vehicle. | VOSA recall reference number.                                                                                                                       |
|                                                                 |                                                                           | Copy of Safety<br>Recall Bulletin.                                                     | Data protection registration number.                                                                                                                |
|                                                                 |                                                                           |                                                                                        | Companies House number (if registered there).                                                                                                       |
|                                                                 |                                                                           |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

## 11. Finance companies and banks

• wishing to trace their property.

| DVLA                                                            |                                                                                                            | Enquirer                                                                               |                                                                                                                                                          |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                                                                               | Information we want from you                                                           | Evidence we need you to give us                                                                                                                          |
| The name and address of a registered keeper on a specific date. | To trace an individual who has defaulted on payment or to trace a vehicle sold on with outstanding credit. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | Copy of finance agreement, including the name and address of the individual for cross-referencing (if applicable).  Data protection registration number. |
|                                                                 |                                                                                                            |                                                                                        | Companies House number (if registered there).                                                                                                            |
|                                                                 |                                                                                                            |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice.      |

#### 11. Finance companies and banks

• to find out when the person with a finance agreement sold the vehicle.

| DVLA                                               |                                                                                                                       | Enquirer                                                                               |                                                                                                                                                     |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                       | Why we give this information                                                                                          | Information we want from you                                                           | Evidence we need you to give us                                                                                                                     |
| Number of previous keepers.                        | So a finance company can find out when a person named on the finance agreement got the vehicle and when they sold it. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | Copy of finance agreement, including the name and address of the individual for cross-referencing (if applicable).                                  |
| Names and addresses of previous keepers.           |                                                                                                                       |                                                                                        | Data protection registration number.                                                                                                                |
| Dates the previous keepers got the vehicle.        |                                                                                                                       |                                                                                        | Companies House number (if registered there).                                                                                                       |
| Dates the previous keepers got rid of the vehicle. |                                                                                                                       |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

# **12.** Liquidators, administrators and trustees in bankruptcy looking for individual or company assets

| DVLA                                           |                                           | Enquirer                                         |                                                                                                                                                     |
|------------------------------------------------|-------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                   | Why we give this information              | Information we want from you                     | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on | To trace an individual companies' assets. | The vehicle registration number, the make of the | Letter or other suitable evidence of Appointment.                                                                                                   |
| a specific date.                               |                                           | model of the vehicle.                            | Data protection registration number.                                                                                                                |
|                                                |                                           |                                                  | Companies House number (if registered there).                                                                                                       |
|                                                |                                           |                                                  | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |

## 13. Private car park enforcement companies

Use form V888/3 'Request for information for those who issue a parking charge notice'.

| DVLA                                                                                                                                                                                     |                                                                                        | Enquirer                                                                                               |                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                                                                                                                                             | Why we give this information                                                           | Information we want from you                                                                           | Evidence we need you to give us                                                                                                                     |
| The name and address of a current keeper of a vehicle parked on private land or breaking parking  To identify the current keeper of a vehicle parked on private land or breaking parking | The vehicle registration number, the make of the vehicle and the model of the vehicle. | Copy of agreement between the landowner and the car parking company.                                   |                                                                                                                                                     |
|                                                                                                                                                                                          | conditions on that land.                                                               | Date of the incident and where it happened.                                                            | Data protection registration number.                                                                                                                |
|                                                                                                                                                                                          |                                                                                        | If issuing a charge,<br>an explanation why<br>this could not be<br>made when the<br>incident happened. | Companies House number (if registered there).                                                                                                       |
|                                                                                                                                                                                          |                                                                                        | Confirm if a ticketing or an ANPR system is in place.                                                  | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |
|                                                                                                                                                                                          |                                                                                        | ATA membership number.                                                                                 | Letterhead with ATA<br>membership or other<br>evidence of ATA<br>membership.                                                                        |

#### 14. Clamping companies

 trying to collect storage fees and replacement costs for damaged clamps from keepers

Use form V888/3 'Request for information for those who issue a parking charge notice'.

| DVLA                                                            |                                                                                                                                               | Enquirer                                                                                               |                                                                                                                                                     |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                                                                                                                  | Information we want from you                                                                           | Evidence we need you to give us                                                                                                                     |
| The name and address of a registered keeper on a specific date. | To identify the current keeper of a vehicle that has been clamped but not reclaimed so that storage fees and, or removal fees can be charged. | The vehicle registration number, the make of the vehicle and the model of the vehicle.                 | Copy of agreement between the landowner and the car parking company.                                                                                |
|                                                                 | To charge for replacing a clamp where it has been criminally damaged.                                                                         | Date of the incident and where it happened.                                                            | Data protection registration number.                                                                                                                |
| crir                                                            |                                                                                                                                               | If issuing a charge,<br>an explanation why<br>this could not be<br>made when the<br>incident happened. | Companies House number (if registered there).                                                                                                       |
|                                                                 |                                                                                                                                               | ATA membership number.                                                                                 | Proof of your address if it is different to the one given to Companies House or registered with Data protection. A copy of a letterhead or invoice. |
|                                                                 |                                                                                                                                               |                                                                                                        |                                                                                                                                                     |
|                                                                 |                                                                                                                                               |                                                                                                        | Copy of evidence eg invoices for storage charges owed.                                                                                              |
|                                                                 |                                                                                                                                               |                                                                                                        | Police Crime Reference<br>Number (if reported to<br>the police).                                                                                    |

## 15. Court/individual/company/organisation

| DVLA                                    |                                                 | Enquirer                     |                                 |
|-----------------------------------------|-------------------------------------------------|------------------------------|---------------------------------|
| The information we will give            | Why we give this information                    | Information we want from you | Evidence we need you to give us |
| Information as given in the court order | Enforcement investigation and legal proceedings | Copy of court order          | Copy of court order             |

## 16. Dealerships

checking the accuracy of information given by a previous keeper who
is trading in a vehicle.

| DVLA                                               |                                                                                                     | Enquirer                                                                               |                                                                                                                  |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| The information we will give                       | Why we give this information                                                                        | Information we want from you                                                           | Evidence we need you to give us                                                                                  |
| Number of previous keepers.                        | So a dealership can check the information a previous keeper gives when a vehicle is part exchanged. | The vehicle registration number, the make of the vehicle and the model of the vehicle. | Data protection registration number.                                                                             |
| Names and addresses of previous keepers.           |                                                                                                     | Confirmation that the vehicle is being sold at your dealership.                        | Companies House number (if registered there).                                                                    |
| Dates the previous keepers got the vehicle.        |                                                                                                     |                                                                                        | Proof of your address if it is different to the one given to Companies House or registered with Data protection. |
| Dates the previous keepers got rid of the vehicle. |                                                                                                     |                                                                                        | A copy of a letterhead, invoice or a copy of V5C.                                                                |

## 17. Debt collection agencies

| DVLA                                                            |                                                                                  | Enquirer                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The information we will give                                    | Why we give this information                                                     | Information we want from you                                                                                                                                                                                                                                                                                                                                                                                                                               | Evidence we need you to give us                                                                                                                                                                                                                                                |
| The name and address of a registered keeper on a specific date. | To identify the keeper of a vehicle which has an outstanding debt related to it. | The vehicle registration number.  The make and model of the vehicle.  Date of incident. i.e. Date of parking charge, date of seizure of vehicle, date of default.  If the debt originated from another organisation, the name of this organisation.  What the debt relates to. i.e. How the vehicle is involved.  If the debt relates to a parking charge, the issuing organisation must be a member of an ATA, unless it was issued by a Local Authority. | Copy of agreement or authorisation from your client.  Data protection registration number.  Companies House number (if registered there).  Proof of your address if it is different to Companies House or registered with Data protection.  A copy of a letterhead or invoice. |