

A Quick Guide to transferring or retaining (keeping) a registration number

For more information go to www.direct.gov.uk/numbertransfer



You can find more detailed information on the 'Application to transfer or retain a vehicle registration number' (V317) form.

This guide explains what you need to do if you have either:

- bought a DVLA personalised registration number and you want to assign it (put it on) to a vehicle
- have a personalised registration number on your vehicle and you want to transfer it to another vehicle, or
- have a personalised registration number on your vehicle and you want to retain (keep) it.

Assigning your registration number for the first time?

- The Purchaser named at the top of the V750 Certificate of Entitlement (pink form) can apply to use the registration number on a vehicle registered in their name or the Nominee's.
- For further information and instructions on how to use your registration number please read the back of the V750 or visit **www.dvlaregistrations.direct.gov.uk**
- In the future, if you want to transfer or retain your registration number, the rest of this leaflet explains what you need to do.

Who can apply to transfer or retain?

You can only apply to transfer or retain (keep) a vehicle registration number if you are the registered keeper of the vehicle.

How and where to apply

You will need the following:

- An 'Application to transfer or retain a vehicle registration number' (V317), which is available from **www.direct.gov.uk/motoringforms** or DVLA local offices.
- Your MoT or Goods Vehicle Test (GVT) certificate.
- The Registration Certificate (V5C) for each vehicle.
- The appropriate fee, which is:
 - £80 if you want to transfer it, or
 - £105 for one year, £130 for two years or £155 for three years if you want to retain it.

You can send your application to a DVLA local office. You can find the address of your nearest local office:

- on the website at **www.direct.gov.uk/dvla/local** or
- by phoning 0300 123 1277 (you will be asked to give your postcode).

(DVLA local offices are open between 9am and 5pm Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month.)

Do not send your application to DVLA, Swansea.

Important things you need to know when you transfer or retain a registration number.

- You cannot display a vehicle registration number that will make your vehicle appear to be younger than it is.
- You must not sell or get rid of the vehicle until you receive a replacement V5C. If you do get rid of the vehicle before you get a replacement V5C, the new keeper can keep the vehicle registration number if they want to.
- The vehicle must be a type that has to have an MoT or GVT.
- The vehicle must be available for us to inspect.

- You can transfer a registration number to or from a vehicle registered in Northern Ireland (NI) as long as both vehicles are registered at DVLA or on the NI register. See leaflet, 'Registration numbers and you' (INF46).

The Grantee (for an application to retain)

If you (as the registered keeper) are retaining the registration number, you can choose to become the '**Grantee.**' You will have the right to the registration number.

- You can choose to allow someone else to become the Grantee, but this means that you will give up the right to that registration number.
- You can retain a registration number for one year, two years or three years.

The Grantee and the Nominee (for an application to retain)

- As Grantee, you can choose someone else, **the Nominee**, to use the registration number at a later date.
- Only the Grantee can assign the registration number to (put it on) their vehicle or the Nominee's vehicle.
- When assigning, the vehicle must be registered in either the Grantee's or Nominee's name.

How to pay

You can pay the fee by:

- debit card or credit card
- cheque, banker's draft or postal order (made payable to 'DVLA Swansea' or 'Department of Environment (NI)' in Northern Ireland, or
- cash. (Please do not send cash through the post.)

What happens next

- The DVLA local office may want to inspect your vehicle. If they do, they will contact you with the date and place of the inspection.
- Once your application is approved we will send you a replacement tax disc. Your old tax disc will be cancelled and it is your responsibility to destroy this disc. No refund can be claimed on a cancelled disc.
- We will give the vehicle that the registration number is being transferred from, a replacement registration number appropriate to its age. The vehicle you are transferring the registration number to will have its current registration number cancelled, unless you also apply to transfer or retain it when you make this application.
- Your DVLA local office will send you a confirmation letter, usually within 2 weeks. In most cases they will send your new tax disc, the authorisation for you to display the new vehicle registration number and your amended MoT or GVT certificate (if appropriate) with that letter.
- DVLA Swansea will send your new V5C and, if you have applied to retain your old vehicle registration number, the Retention Document, within 4 weeks of receiving your application. However, this could take up to 8 weeks if you sent us an 'Application for a vehicle registration certificate' (V62) or if we need to inspect the vehicle. If you do not receive your documents after 8 weeks, phone DVLA Customer Enquiries on **0300 790 6802**.
- If you have chosen someone else to be the Grantee, we will send the retention document to them.



Where can I get more help?

If you need more information please contact us.

- Website **www.direct.gov.uk/numbertransfer**
- Phone 0300 790 6802 (between 8am and 8.30pm Monday to Friday, and 8am and 5.30pm on Saturdays)
- Textphone (for people who are deaf or hard of hearing): 0300 123 1279
- Fax: 0300 123 0798
- Email us on the website:
www.direct.gov.uk/emaildvla
- Address:
Personalised Registrations
A Block
Second Floor
DVLA
Swansea
SA99 1BW

DVLA forms

You can get the forms mentioned in this leaflet from our website at **www.direct.gov.uk/motoringforms** and you can get our leaflets from **www.direct.gov.uk/motoringleaflets**

You can also get these from DVLA local offices.



Driver and Vehicle
Licensing Agency