

# REGISTER OF NUMBER PLATES FOR PLATE LAB

This information must be recorded but suppliers may hold the information in whatever format they choose.

Company Name

Supplier Identity Number

Vehicle Registration Mark

Customer's Name

Address

Post Town

Postcode

## Proof of identity codes

A = Driving Licence

B = Utility, telephone or council tax bill

C = A bank or building society statement

D = Passport

E = Foreign National Identity Card

F = Debit or Credit Card

G = A police warrant card

H = An armed forces identity card

## Proof of entitlement codes

1 = Registration Certificate (V5C)

2 = Tear off slip V5C/2 section 10 of the V5C

3 = Certificate of entitlement to a mark (V750)

4 = Cherished transfer retention document (V778)

5 = Vehicle licence renewal form (V11)

6 = Temporary registration certificate (V379)

7 = Authorisation Certificate (V948)  
with Official DVLA stamp

8 = A letter of authorisation from Fleet Operators  
(including a lease/hire company) quoting the  
document reference number from the V5C

9 = Record of the insurer's name, reference  
and policy number (for repairs approved  
by an insurance company).

A traceable number taken from **original documents**, not copies.

Proof of identity codes	Serial / Issue Number	Proof of entitlement codes	Serial / Issue Number

Signature (salesperson) \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME \_\_\_\_\_

These records must be kept for 3 years and made available for a police officer or representative of a local authority to inspect at any reasonable time.