



Please write clearly in black ink using capital letters.

1 Applying for your first company card(s) (see note C)

When you apply for your first company card(s), you will be given a unique company identifier which we use to set up your company on our records. You must read note A and B before you apply for your first company card(s).

I want to apply for my first company card(s)

You must now fill in section 3.

If you already have a company card(s), do not fill in section 1, but go straight to section 2.

2 All other company card applications (see note C)

For all the following applications you must give us your unique company identifier (this is the first 13 digits of your card number) in the boxes below:

Please put in one of the following boxes and give all the details asked for:

I want to apply for:

a) additional company card(s) for my company
You must now fill in section 3

b) to change the name/address on my digital
tachograph company card(s)
You must return one of your company cards with your application.
You must now fill in section 3.

c) a replacement digital tachograph company card(s) as
my previous one(s) has been

lost stolen

Please give the date your card was lost or stolen DD MM YYYY

malfunctioning damaged

Malfunctioning or damaged cards must be returned to DVLA. Malfunctioning cards not returned will be treated as lost and will require a fee. You will be charged a fee to replace a damaged card.

You must now fill in section 3

d) to renew my digital tachograph company card(s) because
my current card(s) are due to expire/has expired.
(Expired card(s) do not need to be returned to us.)

You must now fill in section 3.

3 How many cards do you want? (see note C)

Please tell us in the boxes below how many cards you want:

A company may hold a maximum of 2232 cards

There is a fee for each card you apply for. (See note D).
You must now fill in section 4.

Your checklist

Do not send cash

I enclose:

The correct fee of:

Cheque or postal order number:

Special/recorded delivery number (if applicable):

Digital tachograph company card(s)

- if this applies

4 Company details (see note C)

Please give us your full company name and address in the box below.

Company name:

Head office address:

Post town:

Postcode:

Full daytime phone number:

If your company name or address (or both) have changed since your last company card(s) were issued, write the old/previous details below.

Previous company name:

Previous company address:

Post town:

Postcode:

You must now fill in section 5.

5 Contact details (See note C)

The details you give should be for the person who is responsible for the administration of your company's digital tachograph card(s)

Surname:

First name(s):

Position within the company:

Full daytime phone number:

Email address:

You must now sign the declaration in section 6 and fill in your checklist.

6 Your declaration

I understand that it is a criminal offence if I make a false declaration to get a digital tachograph company card and can lead to a fine of up to £5000.

Name:

Position in the
company:

Signature:

Date

 DD MM YYYY

A Who can apply?

Operators of vehicles that are subject to digital tachograph legislation and need to protect and manage data relating to your drivers and the vehicles they use.

B Company cards explained

When you first register your company we will allocate you with a unique company identifier. This identifier will be put on to your company card(s) and allows you to manage your data. We recommend you supply one name and address for all your cards irrespective of how many depots or regional offices you have.

This approach means that:

- you only have one record at DVLA controlling all your company cards
- you can control all the data relating to your drivers and the vehicles they use
- you can easily download the data
- all your cards will share the same expiry date given on your first card(s) and can be renewed together.

The card with its identifier is unique to your company. If you have cards with other identifiers you may experience difficulties controlling your data.

If you manage your drivers and vehicles on a regional or subsidiary basis we can allocate company card(s) with a unique identifier to each region or subsidiary. You will not be able to use these cards between regions or subsidiaries and you will be unable to benefit from the points above.

Should you need more information regarding your obligations to manage your tachograph data please refer to:

- The 'Rules on Drivers Hours and Tachographs' manual (GV262 – Goods vehicles or PSV375 – Passenger Vehicles) issued by DVSA
- go to www.gov.uk or
- contact your local Traffic Examiner, you can get their details by phoning the DVSA national enquiry number **0300 123 9000**.

C How to fill the form in

Section 1 – For first company card applications only

You should only fill in this section if you are applying for your first company card. You must ensure that your company does not already hold a company card, if it does you should fill in section 2 instead.

Section 2 – For all other company card applications

You must give us your unique company identifier to ensure that your cards are issued correctly.

Additional card applications

You can apply for additional cards if you need more after your first one(s) have been issued to you. Any additional cards you are issued with will have the same unique company identifier and the same expiry date as your current company cards.

Change of name/address

You must send us at least one card and we will update our records and issue you with a card with your new details and the same unique company identifier and expiry date. You will still be able to use any other cards that you hold even though they will display your old details.

If you wish to change your details on more than one card you will have to pay for each card that you wish to change.

Replacement company card(s)

You will have to pay a fee to replace your card(s) if it has been lost, stolen or damaged.

If your card is malfunctioning, you must return it to us. Before you do this, try it in another Vehicle Unit (VU) to make sure it is the card, not the VU, that is not working properly and check the VU manual to make sure that it is a card error. If your card is malfunctioning and you do not return it, we will treat it as being lost and you will have to pay a fee for a replacement.

Renewing your company card(s)

You will need to ensure that you apply to renew your company card at least 15 working days before it expires. Once the card expires you will be unable to lock-in, lock-out or download data. Expired card(s) do not need to be returned to us.

You as a vehicle operator are responsible for ensuring that your digital tachograph company card is renewed prior to the expiry of the existing card. For further information please go to www.gov.uk

Section 3 – How many cards do you want?

You must tell us in this section how many cards you are applying for. Your company can have a maximum of 2232 cards in total.

Section 4 – Company details

You should fill in all the details asked for. Please give us your full company name and address including the postcode as this will be used on your company card and all future correspondence.

Section 5 – Contact details

You should give us the details of the one person who is responsible for your company card(s). To make sure that your application is processed correctly we may need to contact this person if we need to check any details on your application.

Section 6 – Your declaration

Your declaration must be signed by the person applying for your company card(s). If your application is not signed it will be returned.

D Fees and where to send your application

Please send your application to DVLA, Swansea, using the correct postcode and enclose the correct fee (if applicable).

Company Card	Fee per card	Postcode
First Company Card Application	£ 32.00	SA99 1ST
Additional company card(s)	£ 32.00	SA99 1ST
Replacement Card Your original card has been lost, damaged or stolen	£ 19.00	SA99 1AZ
Change of name/address Change of name and/or address on an existing digital tachograph company card	£ 32.00	SA99 1ST
Malfunctioning Card Your card is not working properly	Free	SA99 1AZ
Renewal Your present card is due for renewal or has expired	£ 19.00	SA99 1BZ

How to pay

DO NOT SEND CASH OR BLANK POSTAL ORDERS.

Send by post to DVLA, Swansea

- You can use a cheque or postal order, payable to 'DVLA, Swansea'. We do not accept post-dated cheques.

Please write your unique company identifier (if you know it) or your full company name and address including the postcode on the back of the cheque or postal order.

E When will you receive your company card?

You will receive your company card(s) within 15 working days. For first applications your card will be valid for a maximum of five years from the date of issue. For any additional or replacement card(s) they will have the same expiry date as your current card(s).

If your card(s) does not arrive in this time, you can contact us in any of the following ways:

- write to Digital Tachograph Team, DVLA, Swansea SA6 7JL
- phone **0300 790 6109** between 8am and 7pm, Monday to Friday, and 8am to 2pm on Saturdays
- fax us on **0300 123 0784** (or **+44 1792 786369** from abroad)
- if you are deaf or hard of hearing and have a textphone, phone **0300 123 1278**.

You will need to give your unique company identifier or your full name or company address when you contact us.

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

Search www.gov.uk for Driver CPC

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving