



## Notes for guidance

Please read the notes before you fill in this form.

- 1 Only the driver should fill in and sign this form to confirm their current entitlement to drive and licence status. We will not accept forms if they haven't been signed.
- 2 If the details on your driving licence are not up to date, return it to DVLA and tell us the changes we need to make. You must by law, tell us immediately if you change your permanent address or name. You could be fined up to £1000 if you don't tell us about these changes.
- 3 If you require information on Driver Certificate of Professional Competence (CPC) please contact the Driving & Vehicle Standards Agency:
  - phone 0300 123 7721
  - email [cpcrc@dvs.gov.uk](mailto:cpcrc@dvs.gov.uk) (referring to 'Driver CPC Enquiry').Full Driver Qualification Card (DQC) information and periodic training information can be accessed via the following link: [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours) For drivers' hours and tachograph enquiries e-mail [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk) or telephone 0300 123 9000
- 4 In some instances, the company requesting details of your driver record ('the enquirer') may be requesting this information for a company you have a relationship with. The enquirer should fill in detail of all the companies who will get this information in Section 1.
- 5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA requires the explicit consent of the driver before releasing information. This information will only be released to confirm an entitlement to drive and will be held in accordance with the Data Protection Act 1998.
- 6 If you wish to withdraw consent you may do this anytime under the Data Protection Act 1988. Check with the enquirer or the company you have a relationship with (shown in Section 1) whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
- 7 If you cease to have a relationship with the company or companies named in Section 1, your consent becomes automatically invalid, but you still need to withdraw consent. If you have a new relationship with the company or companies named in Section 1 in the future you will need to fill in a new consent form.

## Warning

Failure to provide sufficient information or failure to sign the declaration will result in the application being rejected. We will carry out checks we feel are necessary to verify the information you provide.

It is a criminal offence under Section 55 of the Data Protection Act 1998 to knowingly or recklessly obtain or disclose (or procure the disclosure of) personal data without the consent of the data controller. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5,000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

**Find out about DVLA's online services**

**Go to:** [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

If you wish to view or share your driver record you can also use the following link  
[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

**Important:** Please read the guidance notes before you fill in this form. Please write clearly in **black** ink using CAPITALS.

**1 Name and address of the company who has a contract with DVLA to make an enquiry on your driver record**

Company name and address (the company):

Test Valley Borough Council
Beech Hurst
Weyhill Road
ANDOVER
Postcode: SP10 3AJ

Account number:

Reference number:

Are you making an enquiry on behalf of a different company?

Yes  No

If yes, name the company you are conducting the check for.

**2 Driver details (to be filled in by the driver):**

Surname:

First name:  Middle name(s)

Date of birth:    Drivers email address

Driver number:

Current address:

Line 1
Line 2
Line 3
Post town
Postcode

Address on licence (if different):\*

Line 1
Line 2
Line 3
Post town
Postcode

\* You must tell DVLA of any changes to your address. If you don't you could be fined up to £1,000

**3 Driver declaration (to be filled in by the driver)**

**Important:** Please read the notes over the page before signing this form. Do not sign if Section 1 is not completed.

**Declaration:**

Being the person referred to in section 2 above, I authorise the company or companies listed in Section 1 above to ask DVLA for my driver record information as and when they require, at a frequency they shall determine. I authorise and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details; driving entitlements; valid endorsements; and/or disqualifications (if relevant); photo images (where appropriate). Medical information is not to be provided. This authority will expire when I cease to drive in connection with the company(s) stated in section 1 or on the resolution of the claim in relation to motor insurance and in any case three years from the date of my signature.

Signature:

Date: