

E**Digital tachograph card fees and where to send your application**

Please send your application to Digital Tachograph Section, DVA County Hall, Coleraine, BT51 3TD and enclose the correct fee (if applicable).

How to pay (see section I)**By post to DVA Coleraine**

- You can use a cheque or postal order, payable to 'DVA'. You must sign, date and write the amount on the cheque or your application will be returned. We do not accept post-dated cheques.

DO NOT SEND CASH OR BLANK POSTAL ORDERS TO DVA.

MOT test centres

- MOT test centres also accept cash, cheques, credit cards and debit cards.

Please write your driving licence number or your full name, address and date of birth on the back of the cheque or postal order.

F**Card information****Replacement card**

If your card has been lost or stolen, you must apply for a replacement card within seven days. You should either fill in this form or if there are no changes to your details phone 0845 402 4000 (between 9am and 5pm Monday to Friday). We only accept payments by Visa, Mastercard, Maestro or Delta over the phone.

Malfunctioning or damaged cards

If your card is damaged or malfunctioning you should try it (before applying for a replacement card within seven days) in another vehicle unit (VU) to make sure it is the card, not the VU that is not working properly. Check the VU manual to make sure that it is a card error.

Return your malfunctioning or damaged card to us

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. You will have to pay for a replacement if the card is lost, stolen or has been damaged.

Renewing your card

You will need to ensure that you apply for a renewal at least 15 working days before your driver card expires and the ability to record information is lost. Once the card expires it can only be used to display, print or download the data held on it. Expired cards do not need to be returned and should be kept for 28 days after expiry. Data must be downloaded from expired cards before they are disposed of.

You as the driver are responsible for ensuring that your digital tachograph driver card is renewed prior to the expiry of the existing card.

G**When will you receive your digital tachograph driver card?**

Replacement driver cards will be issued within five working days of receiving a valid application. First applicants and renewal driver cards should be received within 15 working days from the day we receive your application. It might take longer if we have to check your personal details. If your card does not arrive in this time, you can contact us in any of the following ways:

- Phone 0300 200 7861 between 9.00am and 5.00pm Monday to Friday
- To email us go to dva@infrastructure-ni.gov.uk
- Write to Customer Services (Drivers), Digital Tachograph Section, DVA, County Hall, Coleraine, BT51 3TD
- Fax us on 028 703 41 385
- If you are deaf or hard of hearing and have a textphone, phone 0287 034 1380.

You will need to give your NI driving licence number or full name and date of birth.

Returning your identity documents

We will send your proof of identity back separately.

If you do not get your identity documents back within 10 working days of receiving your digital tachograph driver card, phone us on **0300 200 7861**.

If you do not get your identity documents back you must contact us within two months of the date you sent in your application. After this time, we will not be able to carry out the necessary follow-up investigation with Royal Mail.

We will not be liable for any loss you report after the two-month period.

H**Driving without a digital tachograph driver card**

You must tell us immediately if your card is lost, stolen, damaged or is malfunctioning. You should phone us on 0300 200 7861.

You can **only** drive without a card for up to 15 calendar days (or longer if this is necessary for the vehicle to return to its premises), as long as you can prove that you could not use the card during this period. **During this time you must keep records of your driving using the Vehicle Unit printout facility.**

You cannot drive if your card has expired.

For full conditions about driving without a card go to www.nidirect.gov.uk/motoring

I**Digital tachograph fees**

Card type – Driver Card	Fee
First Driver Card Application	£ 32.00
Replacement Card Your original card has been lost, damaged or stolen	£ 19.00
Exchange Card Change of name and/or address on an existing digital tachograph driver card	Free
Changing an EU/EEA or Northern Ireland digital tachograph driver card for your first GB digital tachograph driver card	£ 32.00
Malfunctioning Card Your card is not working properly	Free
Renewal Your present card is due for renewal or has expired	£ 19.00
Your present card has been withdrawn or suspended	£ 32.00

A Your proof of identity

Only fill in sections 3 and 4 if you:

- Hold a NI driving licence issued prior to 1/4/99 and want to apply for a digital tachograph form (you will need to apply also to renew your driving licence)
- Hold a digital tachograph driver card but need to change the name on it, or
- Hold a non-NI driving licence and are applying for your first NI digital tachograph driver card.

If any of the above points refer to you, we need proof of your identity.

Do not send in your passport to verify your identity if it is needed within the next month.

Documents enclosed to prove your identity

If the documents you provide are not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

A birth certificate or adoption certificate is not absolute proof of your identity, you must also send one of the following documents:

- your National Insurance card or a letter from the Department for Work and Pensions showing your National Insurance number (the National Insurance number cannot be a temporary number (usually starting with TN))
- a photocopy of the front page of a benefits book or an original letter about a claim for a state benefit
- a P45, P60 or payslip
- a marriage certificate or divorce papers (decree nisi or decree absolute)
- a student-union card, school record or PASS citizen card.

If you have reached State Pension age, you can provide originals of one of the following:

- a bank or building society statement issued in the last three months and showing your pension payment
- a letter from the Department for Work and Pensions confirming you can get the State Pension and showing your National Insurance number

If you would like us to return your identity documents by special delivery, please send us a prepaid, self-addressed, **special delivery envelope**. We cannot guarantee to return your identity documents by a set date.

B Signing a photo to verify identity

This section only needs to be filled in by the person verifying your identity if you are sending a photo with your application and you are submitting a UK birth/adoption certificate or evidence of State Retirement Pension (SRP) as proof of identity.

You must get the back of your photo signed by someone reliable who has known you for at least two years.

Suitable people who can sign your photo include:

- Local business people or shopkeepers;
- Librarians;
- Professionally qualified people (for example, lawyers, teachers or engineers);
- Police officers;
- Bank or building society staff;
- Civil servants;
- Ministers of religion;
- Magistrates; or
- Local councillors, MPs, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

We will make checks on people who sign digital tachograph applications.

C Your photo

If this is your first application for a digital tachograph driver card, you must enclose a passport sized colour photo.

Your photo must meet the following standards.

The photo must:

- be taken of the full head;
- have been taken in the last month and be a true likeness of you;
- be free from 'redeye';
- be in sharp focus and clear;
- be free of any reflection or glare from glasses;
- be taken against a light grey or cream background;
- be a colour photo;
- not be damaged, creased, torn or marked; and
- not have any shadow in it.

You must:

- be facing forward and looking straight at the camera;
- look natural but without any expression – your mouth should be closed and you should not be grinning, frowning or raising your eyebrows;
- have your eyes open;
- not wear sunglasses, tinted glasses or have your hair across your eyes;
- not wear glasses if the frames cover your eyes (we recommend that you remove your glasses);
- not have anything covering your face; and
- not wear a hat or head covering unless this is for a medical or religious reason.

Your head should not fill the full area of the photo or be too small to be seen. The photo is 45mm tall and your head should fill an area of between 29mm and 34mm, an example of this would be a standard passport style photo.

Your application will be returned if the photo you provide does not meet these standards.

D Proof of your UK address

We cannot issue you with a digital tachograph driver card unless you normally live in the UK.

If you have lived in the UK for less than 185 days in the last 12 months, you must provide proof of your UK address.

We accept the following types of evidence:

- tenancy agreement
- a gas, electricity, water or phone bill issued within the last three months
- a bank statement dated within the last three months
- a tax code notice from HM Revenue & Customs
- a letter from your employer/employment agency
- a work permit.

You must provide at least two documents as proof.

3 Your proof of identity

Please see note A on opposite page and then fill in sections 4 and 5.

Documents enclosed to prove your identity

Please put ☒ against all original document(s) enclosed.

As birth certificates are not absolute proof of identity, you must also send one other form of identification.

Passport ☐ UK birth/adoption certificate ☐

EU/EEA identity card (except for one issued in a Swedish Post Office) ☐

Evidence of State Retirement Pension (SRP) ☐ Travel document ☐

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied or laminated document(s) are not acceptable

Documents enclosed to verify a change of name

Please put ☒ against the original document(s) you are enclosing. This must show a clear link to your current name if different from that shown on your valid UK passport or the identity document(s) that you are enclosing.

Marriage certificate ☐ Civil partnership certificate ☐

Divorce certificate ☐ Deed poll or statutory declaration ☐

Please write the serial number(s) of the document(s) you are enclosing:

Photocopied or laminated document(s) are not acceptable.

4 Signing a photo to verify identity

Please see note B on opposite page.

- I am resident in the UK.
- I have known the applicant for at least two years and can confirm it is a true likeness.
- I have signed the back of the photo.
- I agree to you undertaking checks.

Full name:

Business or home address:

Postcode:

Full daytime phone number:

Profession:

Signature:

Date:

5 Your contact details

If possible, please provide a daytime phone number where we can contact you if there is a problem with your application.

Full daytime phone number:

YOU MUST NOW SIGN THE DECLARATION IN SECTION 6.

Your checklist

I enclose:

The correct fee of:

Cheque or postal order number:

Identity documents – if this applies: ☐

My photo
(if this applies): ☐

My EU/EEA driving licence
(if this applies): ☐

My last digital tachograph driver card
– if this applies: ☐

My GB driving licence
– if this applies: ☐

Evidence that I live in the UK
– if this applies: ☐

I have:

Filled in my personal details ☐

Signed the application form ☐

If this is your first application for a digital tachograph driver card, you must enclose a passport sized colour photo. see note C opposite for details on acceptable photos.

6 Your declaration

I declare that the details on this form are correct and understand that it is a criminal offence if I make a false declaration to get a digital tachograph driver card and can lead to a fine of up to £5000, and/or a maximum of two years imprisonment.

Important

Date

DD MM YYYY

We will not accept this application unless you sign below in black ink and your signature is completely within the white box.

• Keep your signature within the white box •

• Keep your signature within the white box •

OFFICIAL USE ONLY

Passport ☐

B/cert ☐

M/cert ☐

Other: ☐

Date stamp

No ID ☐

Place photo face up

Peel here

Place photo
face up
See note C opposite

Peel here



Application for a digital tachograph driver card

Please read the notes over the page before completing this form

Please use **CAPITAL LETTERS** and fill in this form in **black ink**

For more information go to www.nidirect.gov.uk/motoring

**D777
(NI)**

1 Your details

Your NI digital tachograph card number (if you know it):

Your NI driver number (if you know it):

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (for example, Dr)

Surname:

First names:

Date of birth: DD MM YYYY

Full current address (no PO Box or c/o addresses)

House No.

Postcode:

Place of birth
(town/country):

Mothers maiden name
or codeword:

If any of the details above have changed since your last licence/
tachograph card was issued please give the previous details
below and refer to section 2d) for driving licence instructions.

Have you lived in the UK for more than
185 days in the last 12 months?

Yes ☐ No ☐

If no, you must provide proof of your UK address, see note D for the
types of evidence we accept.

2 What are you applying for?

Please put ☒ in only one of the following boxes.

a) a first digital tachograph card and I have a NI
driving licence – if your NI driving licence was
issued after 1/4/99, please fill in sections 5 & 6
otherwise fill in section 3, 4, 5 & 6 and enclose
photograph. ☐

b) a first digital tachograph card and I have an EU/EEA
or GB driving licence – you must send your photo
and your EU/EEA or GB driving licence with your
application and fill in sections 3, 4, 5 and 6 ☐

Back of photo

Back of photo

Back of photo

Back of photo



An Agency within the Department for
Infrastructure
www.infrastructure-ni.gov.uk

D777NI-0118

Please give your driving licence details below:

Country your driving
licence was issued in

Driving licence number

c) I have an EU/EEA or GB digital tachograph card
and I want to exchange it for a NI digital tachograph card –
you must send your photo and your driving licence if it
is a EU/EEA or GB one and fill in sections 3, 4,
6 and 7 ☐

Country your tachograph
card was issued in

Tachograph card number

Country your driving
licence was issued in

Driving licence number

d) to change my name/address on my digital
tachograph card ☐

Please do not return your digital tachograph card.

NI driving licence holders – If your address has not been updated
on your licence you must return your photocard and the paper
counterpart to us with this application so we can update your
driver record with your new details. If you have changed your name
or you have lost either part of your driving licence, you must fill
in an application for a driving licence (DL1) and return it with this
application form. **Now fill in sections 5 and 6.**

EU/EEA driving licence holders – do not send your driving licence
to us. **Now fill in sections 5 and 6, you also need to fill in
section 3 if you are changing your name.**

e) a replacement digital tachograph card as my previous
one has been:

lost ☐ stolen ☐

Please give the date your
card was lost or stolen

DD MM YYYY

Now fill in sections 5 and 6.

f) a replacement digital tachograph card as my previous
one has been:

malfunctioning ☐ damaged ☐

If your card is malfunctioning or has been damaged you must
return it with this application.

Now fill in sections 5 and 6.

g) to renew my digital tachograph card because

it is due to expire/has expired ☐

it has been suspended/withdrawn
(we will check with DVA Enforcements
before we issue a new card) ☐

Now fill in sections 5 and 6.