



APPLICATION FORM FOR A DRIVER QUALIFICATION CARD

This form should be used if you are applying for:

- A replacement Driver Qualification Card **OR**
- An exchange Driver Qualification Card

Please use **BLOCK CAPITALS** and fill in this form in **BLACK INK**.



**DQC1
NI**

1 Your Current Details (See Note 1)

Title Mr: ☐ Mrs: ☐ Miss: ☐ Ms: ☐

Other

Please state: _____

Gender Male: ☐ Female: ☐

Surname: _____

First Two Forenames: _____
As on ID document

House No. Postcode:

Date of Birth
(Day/Month/Year)

Northern Ireland
Driver Number

CURRENT ADDRESS

Daytime Telephone Number:
(In case we need to contact you)

Has your name and/or address
changed since your last driving licence? Yes ☐ No ☐

If your name has changed please state how - e.g.
marriage, deed poll, etc.

Please state previous name:

Please state previous address:

2 What are you applying for? (See Note 2)

PLEASE TICK ONE BOX ONLY:

**To replace my existing Driver Qualification Card as it has
been:**

Lost: ☐ Stolen: ☐ Damaged: ☐ Not Received: ☐

An exchange Driver Qualification Card:

Please indicate the format of your
current Driver CPC qualification: DQC ☐ Code 95 ☐

To change my name on my existing card:
(Please complete section 5)

2 What are you applying for? (Cont'd)

To renew my photograph

(Please complete section 5)

**A Driver Qualification Card following
Periodic Training**

My previous Driver Qualification Card
Number is: (if known)

3 Your Periodic Training (See Note 3)

Training Course:

Training Provider:

Date:

Hours:

Training Course:

Training Provider:

Date:

Hours:

Training Course:

Training Provider:

Date:

Hours:

Training Course:

Training Provider:

Date:

Hours:

Training Course:

Training Provider:

Date:

Hours:

Official use only

Fee Paid (Amt)

Chq.

☐

P/O

☐

Other

☐

Receipt No.

Training Certificates
(Number)

CE
CE Exp Date

☐

DE
DE Exp Date

☐

DQC
Com Date

DQC
Exp Date

Action

Initials

Date

4 Payment details (See Note 4)

Details of how much you need to pay are available at www.nidirect.gov.uk/motoring or by calling the Customer Enquiry Unit on 0300 200 7861.

I enclose the fee of:
Please do not send cash

£

Please make cheque/postal order payable to DVA and cross it AC/Payee. Please do not post date your cheque – we cannot accept it.

5 Confirmation of Identity (See Note 5)

Note - before making any changes to your Driver Qualification Card, you must first ensure your Northern Ireland Driving Licence is up to date with the correct information.

PLEASE TICK ONE BOX ONLY

I have made the required amendments to my Northern Ireland Driving Licence prior to making this application. ☐

I enclose an application form DL1* with this form and the applicable identity documents. ☐

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing or detecting crime. Your personal information will be managed in accordance with the Privacy Notice available at www.infrastructure-ni.gov.uk/dfi-privacy or by calling 0300 200 7861.

6 Your signature (See Note 6)

I declare that I understand it is a criminal offence to make a false declaration to obtain a Driver Qualification Card and that to do so can lead to prosecution.

I have checked the details I have given in this form and, as far as I know they are correct.

As far as I know and believe, I am entitled to a Driver Qualification Card.

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

Signed:

Date:

Keep your signature within the box

Where do I send my application?

Your application form should be addressed to:

CPC Section
DVA Licensing
County Hall
Castlerock Road
Coleraine
BT51 3TD

IMPORTANT NOTES FOR FILLING IN THIS FORM – PLEASE READ CAREFULLY

NOTE 1 – Your current details

Please fill in all relevant parts of this section. We cannot issue you with a Driver Qualification Card unless your main residence is in Northern Ireland. If possible, please provide a daytime telephone number where we can contact you if there is a problem with your application.

The address provided must be a residential address in Northern Ireland. We do not accept PO Box Number addresses.

If any of the information in this section has changed since your last Driver Qualification Card was issued, please enter your **new** details in the relevant spaces as well as your **previous** address in the box provided.

NOTE 2 – What are you applying for?

Lost, stolen and damaged cards or cards not received.

Use this option if you have not received your Driver Qualification Card or if it has been lost, stolen or damaged. Please tick the appropriate box. Damaged cards must be destroyed when you receive your replacement. If you find/recover your card after requesting a replacement, you must destroy it.

You may also contact DVA by telephone on 0300 200 7861 to report lost, stolen or damaged cards.

An exchange Driver Qualification Card

Use this option if you have exchanged your Driving Licence for a Northern Ireland Driving Licence and are applying for a Driver Qualification Card **OR** if you are submitting a DL1* application form to exchange your driving licence for a Northern Ireland Driving Licence.

To change my name on my existing card OR

To renew my photograph.

If you are applying to change your name or to renew your photograph on your existing Driver Qualification Card, you must first amend the details/ photograph on your Northern Ireland Driving Licence. If you have not already done so, a completed DL1* Driving Licence application form should accompany this form along with documents to confirm your identity. Please see DL1NS leaflet for details of what is required.

*DL1 application forms are available from Post Offices, MOT Centres or County Hall, Coleraine.

NOTE 2 – What are you applying for? (Cont'd)

A Driver Qualification Card following Periodic Training

You should only tick this option if any part of your periodic training has NOT been completed within the United Kingdom.

NOTE 3 – Your Periodic Training

This section must only be completed if you are applying for a Driver Qualification Card following Periodic Training where any of the training has not been completed within the United Kingdom.

You must provide physical evidence of all of the training you have completed outside of the UK (i.e. **original** training certificates).

NOTE 4 – Payment Details

Further information can be found at www.nidirect.gov.uk/motoring or by calling the Customer Enquiry Unit on 0300 200 7861. Payment can be made by cheque or postal order. Cheques and postal orders should be made payable to 'DVA' and crossed A/C Payee.

NOTE 5 – Confirmation of Identity

Before making any changes to your Driver Qualification Card, you must first ensure your Northern Ireland Driving Licence is up to date with the correct information. For further information on what is required please contact the Customer Enquiry Unit on 0300 200 7861.

NOTE 6 – Your Signature

Read the declaration and sign the form in **black ink**, making sure that the signature is completely within the box.

If you do not sign your application form, we will reject your application.

Note: The signature and photograph on your Northern Ireland Driving Licence will be used for your Driver Qualification Card.



An Agency within the Department for

Infrastructure

Gníomhaireacht Ialstigh den Roinn

Bonneagair

www.infrastructure-ni.gov.uk