

Please tear off this page before sending your application to DVA



Application for a Driver Qualification Card (DQC)

For EU/EEA driving licence holders

The best place to find out about Driver CPC is www.gov.uk

If you are a resident of Great Britain, IOM or Channel Islands, you need to apply to DVSA in Great Britain.

DQC 4
NI

Use this form if you hold an EU/EEA Driving Licence that was not issued in the United Kingdom (UK), and you are applying for a new, renewal or replacement Driver Qualification Card (DQC). You must have completed at least the final part of your periodic training in Great Britain (GB) or Northern Ireland (NI) to apply for a DQC in the UK. If you have completed all 35 hours periodic training in another member state, you must claim your Driver CPC entitlement in that member state.

Please use CAPITAL LETTERS and fill in this form in BLACK INK.

1 What are you applying for?

Please put ☒ against all that you are applying for:

a) My first UK DQC

☐

Use this option if you have never been issued with a DQC in the UK. You will need to include the following:

- A recent photo (see attached Additional information 'Photo standards')
- A photocopy of your EU/EEA driving licence (both sides)
- Original UK training certificates
- Original non UK training certificates (certificates showing full 35 hours completed in another member state will be rejected).
- A photocopy of both sides of any previous DQC issued by an EU/EEA country or DVSA in Great Britain.

b) To replace my existing DQC as it has been:

lost ☐ stolen ☐ defaced ☐ destroyed ☐

If you find your DQC after applying for a replacement, you must return it to us at the address overleaf and use your replacement. Defaced cards should also be returned to us when you receive your replacement.

c) To change my name or driver number on my DQC

☐

You will need to include a photocopy (both sides) of your new EU/EEA driving licence showing your new driver number. Please destroy your original DQC when you receive your new one. Please return your original DQC to us when you receive your new one.

d) To renew my expired UK DQC

☐

You will need to include the following:

- A recent photo (see attached Additional information 'Photo standards')
- A photocopy of your EU/EEA driving licence (both sides)
- Original UK training certificates
- Original non UK training certificates (certificates showing full 35 hours completed in another member state will be rejected).

e) To correct a mistake on my UK DQC

☐

Please use the box below to tell us about any mistake(s) on your DQC.

You will need to send us the incorrect DQC.

f) To replace a current UK International DQC (an exchange of DQC)

☐

Use this option if you want to hold an International DQC instead of a National DQC. You will need to have attended 35 hours of valid International periodic training. You can re-use International periodic training that supported the existing National DQC and/or other International training that you have completed since. Any National training completed will not be valid for an International DQC. Your National DQC will be revoked and your new International DQC will start on the day you completed your last training.

2 Your details

If you have previously been issued with a DQC card, please include a photocopy (both sides)

EU/EEA Driver Number:

The DQC can only contain a maximum of 30 letters for a surname and a maximum of 60 letters for first names. If your name is longer than the maximum allowed please fill in your name as you wish it to appear on your DQC. Please use English letters.

Surname:

First name/s:

Date of birth:

Country you were born in:

Country of licence issue:

Full NI address (this must be a valid NI address, no PO box addresses). This is where we will send your DQC.

First line:

Second line:

Town:

County:

Postcode:

Please provide a daytime phone number and email address in case we need to contact you for more information.

Full phone/mobile number (UK only (optional)):

Email address (optional):

Official use only

App tracker No.

Transaction type

Driving Licence

☐

Photo

☐

Training

☐

Fee processed

CE

☐

CE expiry date

DE

☐

DE expiry date

DQC expiry date



An Agency within the Department for

Infrastructure
www.infrastructure-ni.gov.uk

Gníomhaireacht laistigh den Roinn

Bonneagair

An Agency w/in the Department for

Infrastructure

DQC4NI-0125

3 Your training

Only fill in this section if you have filled in section 1a) or 1d) or 1f). Please provide details of the 35 hours of periodic training you have completed, the name of the training body that provided your training as well as the dates the training was completed and how long each period of training lasted (in hours). Details can be found on your training certificate(s).

The best place to find out about periodic training is www.gov.uk

a) Training course code Date Hours

Training provider

b) Training course code Date Hours

Training provider

c) Training course code Date Hours

Training provider

d) Training course code Date Hours

Training provider

e) Training course code Date Hours

Training provider

f) Training course code Date Hours

Training provider

g) Training course code Date Hours

Training provider

h) Training course code Date Hours

Training provider

i) Training course code Date Hours

Training provider

j) Training course code Date Hours

Training provider

You must send us:

- original UK training certificates
- original non UK training certificates (certificates showing full 35 hours completed in another member state will be rejected).

If the training certificates are not in English, you will need to provide a translation. We will only accept a translation on headed paper from an educational establishment or embassy. You should send the translations and the original training certificates.

7 Your declaration

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

Important

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 •

4 If you have changed your name

If your name is different from that shown on your DQC, you must provide additional original document(s) showing a clear link to your current name. We will accept the following original documents: Marriage Certificate, Civil Partnership Certificate, Deed Poll, Statutory Declaration or Divorce Certificate. **If the documents you have provided are not in English, you will need to provide a translation. You must send both the translation and the original document(s) with your application.** Please write the type of document and serial number(s) of the document(s) you are enclosing here:

5 Fees and how to pay

The fee for the issue of your DQC is £25.

Payment must be made in pounds sterling (£) as we are unable to accept other currencies.

Please do not send cash. Payment is by credit card or debit card only.

To pay by credit card or debit card, the DVSA will contact you to take card details using the phone number you provided in Section 2. DVSA will call you from a withheld number.

If someone else is paying for your DQC with their credit card or debit card, please write their name and full phone/mobile number below.

Surname:

First name/s:

Full phone/mobile number:

I agree to pay the fee of £

I understand that any refund will be made to the payment cardholder.

Applicant's Signature:

6 If you hold a Confirmation of registration document for EU/EEA full licence holders please enter the number below

Now fill in **section 7**, Your declaration.

Where to send your application

Please send your application form and any relevant documents to:

DVA, Driver and Vehicle Standards, CPC Section, Hydebank House, 4a Hospital Road, Ballydoughan, Belfast, BT8 8JL

Please note

Your documents will be returned using second class post. If you would like us to send them by Royal mail special/recorded delivery, please include a stamped, self-addressed special/recorded delivery envelope and keep a note of the special/recorded delivery serial number.

We will not provide compensation for any loss or delay resulting from us sending your documents back to you by second class post when you have not provided a Royal Mail special/recorded delivery envelope.

Place photo face up.

Place photo face up. See opposite for notes on photo standards.

This form can only be used by holders of a non-UK EU/EEA driving licence applying for a DQC in Northern Ireland.

If you have filled in section 1a), 1c) or 1d) and you do not include a photocopy of your driving licence, we will return your application.

- If you have lost your driving licence, you must apply for a replacement from the country where it was originally issued.

You must include a photo with your application if you have filled in section 1a) or 1d).

Your photo must meet the following agreed standards.

Your application will be returned to you if your photo does not meet these standards.

The photo must:

- be taken of the full head
- be recent and 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 – we will not accept black and white photos
- not be damaged, creased, torn or marked, and
- not have any shadow in it.

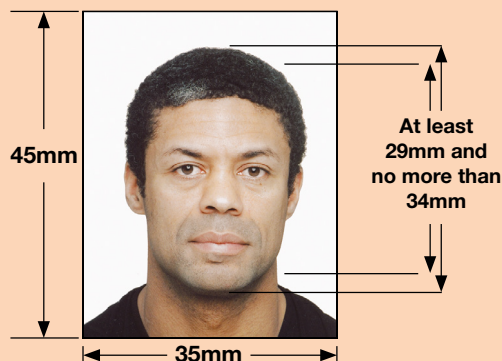
You must:

- be facing forward and looking straight at the camera
- look natural but without expression – your mouth should be closed, 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.

The photo of you must be the same size as the one we have shown below.

Your picture should not fill the area of the photo or be too small to be seen. The photo is 45mm tall, your head should fill an area of between 29mm and 34mm.



Your DQC should arrive within 21 working days (from the payment date).

Training completed in another member state may be subject to a validation process. If this applies to you, we will notify you within one month of receipt of your application.

- If you have not received your DQC within 21 working days of payment date, please phone DVA on 0300 200 7861 between 9am and 5pm Monday to Friday, for further advice.

We will send your DQC and the documents you included with your application separately to the address you gave us in section 2 of this application form.

Have you done the following?

- ☐ Filled in 'Your details' in section 2
- ☐ Provided the cardholder's name and phone/mobile number (if someone else is paying for your DQC with their credit/debit card) OR provided your phone/mobile number at section 2 to enable DVSA to contact you to pay the fee
- ☐ Provided the number from your Confirmation of registration document for EU/EEA full licence holders in section 6 (if applicable)
- ☐ Signed 'Your declaration' in section 7
- ☐ Agreed to pay the fee of £25 and signed section 5

Have you sent the following?

- ☐ A copy (both sides) of your driving licence
- ☐ A copy (both sides) of your previous DQC (if applicable)
- ☐ Original UK training certificates
- ☐ Original non UK training certificates (with translation document, if applicable)
- ☐ Your DQC (if you filled in section 1e)
- ☐ Special/recorded delivery envelope (optional)

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Please send your application form and any relevant documents to:

DVA, Driver and Vehicle Standards, CPC Section, Hydebank House, 4a Hospital Road, Ballydollahgan, Belfast, BT8 8JL

Please make a note of your driver number and the date you sent your application in the space below.

Special/recorded delivery envelope number:

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