

**Driver and Vehicle Standards**

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APPLICATION FOR THE EXCHANGE, RETENTION, CHANGE OR WITHDRAWAL OF A MOTOR VEHICLE REGISTRATION MARK

You **MUST** read the guidance notes (overleaf) before you complete this form. Please complete in **CAPITAL LETTERS**. If you have downloaded or photocopied this application both pages must be submitted when making the application.

1: Details of the vehicle that the registration mark is being transferred or retained **FROM:**

Vehicle registration mark: _____

Make: _____

Model: _____

Registered owner's details

Title: _____

Full name: _____

Full Address: _____

Postcode: _____

Tel contact number: _____

2: Details of the vehicle the registration mark is being transferred **TO:** (if applicable)

Vehicle registration mark: _____

Make: _____

Model: _____

Registered owner's details

Title: _____

Full name: _____

Full Address: _____

Postcode: _____

Tel contact number: _____

Are you exchanging registration marks with the vehicle mentioned in section 2? Yes No

If 'No' sign declaration below & go to section 3 overleaf.

Declaration:

I declare that I am the registered owner of the above vehicle, the details on this application are correct, I have read and understood the attached Guidance notes.

Signature: _____

Date: _____

Are you exchanging registration marks with the vehicle mentioned in section 1? Yes No

Declaration:

I declare that I am the registered owner of the above vehicle, the details on this application are correct, I have read and understood the attached Guidance notes.

Signature: _____

Date: _____

3: Retention/Surrender/Change of Registration Mark:

I am the registered owner mentioned in section 1 overleaf and I wish to:

A

Retain the registration mark in my name (for my sole use) and have a new registration mark assigned to my vehicle (if applicable)

New mark J _____

OR

I currently have J _____ on retention and wish to extend the retention period by a further 6 months (fees apply)

B

Surrender the registration mark to DVS and have a new registration mark assigned to my vehicle .

New mark J _____

C

Surrender the registration mark and request that DVS grant a 'mark-right' to the person named below and have a new registration mark assigned to my vehicle (if applicable)

New mark J _____

I declare that I am the current registered owner of the vehicle detailed in section 1. I consent to the grant of the mark-right to the 'New Grantee' named below and fully understand the consequences in doing so.

Signature: _____

Date: _____

New Grantee

Title: _____

Full name: _____

Full Address: _____

Postcode: _____

Tel contact number: _____

DECLARATION:

I declare that the details contained on this application are correct and I have read and understood the attached guidance notes, I am applying to become the 'Grantee' of the registration mark detailed in section 1.

Signature: _____

Date: _____

GUIDANCE NOTES / TERMS & CONDITIONS

What are you applying for?

Exchange of registration marks between 2 vehicles:

- Sections 1 & 2 must be completed.
- The registered owner of each vehicle must sign and date the relevant declarations in Sections 1 & 2.
- Both vehicle registration documents must accompany the application.
- The prescribed fee must also accompany the application.

Retaining/Surrendering or Changing the registration mark:

- Sections 1 & 3 must be completed.
- Sign and date the relevant declaration in Section 1.
- The vehicle registration document must accompany the application.
- The prescribed fee must also accompany the application.

Surrender the registration mark and request the grant of a 'mark-right' to someone else (the 'New Grantee')

- Sections 1 & 3 must be completed.
- Current registered owner must sign and date the declarations in **Section 1 and Box C (Section 3)**
- The 'New Grantee' must complete their details , sign and date the declaration in Section 3.

IMPORTANT!

Once the retention application is finalised ONLY THE 'GRANTEE' will have the right to the vehicle registration mark.

- A registration mark can only be retained for a maximum of 6 months and a 'mark-right' is not transferable once granted.
- The 'Grantee' is the registered owner who has the right to display the vehicle registration mark and is named on the 'mark-right' document'.
- A retained registration mark can only be assigned to a motor vehicle which is either already registered in the name of the 'Grantee' or is a new vehicle which is to be registered in the name of the 'Grantee'.

DVS OFFICE USE ONLY

Receipt Number: _____

Input by: _____

Checked by: _____

DATE RECEIVED