



# Request by a company for information about a vehicle

Please read the notes over the page before you fill in this form

For more information go to [www.gov.uk/request-information-from-dvla](http://www.gov.uk/request-information-from-dvla)



Use BLACK INK and CAPITAL LETTERS when filling in this form.

## 1 What information are you asking for? See note B over the page and put 'X' in one of the boxes below.

- A. The name and address of the registered keeper at a specific date – **the fee is £2.50.** (Fill in all the sections below)   
**Note: you can also make a request for more than one vehicle for Option A only. The fee is £2.50 per vehicle. (Fill in sections 2, 4, 5 and 7 and see note B over the page)**
- B. Any other information about a specific vehicle – **the fee is £5.** (Fill in all the sections below)

## 2 Company details and résumé (See note B over the page)

Company name: \_\_\_\_\_

Other trading name(s) (if applicable): \_\_\_\_\_

Address (not PO Box addresses): \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact phone number (in case we need to get in touch with you): \_\_\_\_\_

Email address: \_\_\_\_\_  
 Please supply a valid email address as we may need to contact you.

Date company was established: MM YYYY

Type of company: \_\_\_\_\_

Name of regulatory body (if applicable): \_\_\_\_\_

Data protection registration number: \_\_\_\_\_ Expiry date: DD MM YY

Companies house number (if applicable): \_\_\_\_\_

Your reference number (if applicable): \_\_\_\_\_

## 3 Details of the vehicle you want information about (See note B over the page)

Vehicle Registration Number: \_\_\_\_\_

Make/Model: \_\_\_\_\_

## 4 What information do you want and why? (See note B over the page)

If the vehicle has been involved in an accident you must include the location of the accident, the clients vehicle's registration number and the full accident circumstances.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please continue on a separate sheet if necessary.

## 5 How are you going to use the information? (See note B over the page)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please continue on a separate sheet if necessary.

## 6 Details to support your request

If the vehicle in section 3 was involved in an incident, give the details below.

Date of incident: DD MM YYYY

**You can only use the information you have requested in relation to the incident on the date you have given above.**

## 7 Declaration

**I declare** that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 5. I am aware that, under Section 55 of the Data Protection Act 1998, it is an offence to unlawfully procure or sell personal information.

Title: Mr  Mrs  Miss  Ms

Full name: \_\_\_\_\_

Position in company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## A Important information you should read before filling in the form

- All data sharing undertaken by the DVLA is carried out in accordance with legislation and the Data Protection Act 1998. The name and address of the registered keeper of a vehicle can be lawfully released to those who can demonstrate reasonable cause to receive it.
- It is a criminal offence to unlawfully procure personal data with a maximum penalty of a fine not exceeding £5000 (see Section 55 of the Data Protection Act 1998).
- We will check to make sure the information you have provided is correct.
- You will need to give us, or an agent acting on our behalf, access to your company's operational areas to check how you process our information.
- Your company must give us any of your files and records for us to check you only use the information for the purposes you requested it.
- If you choose option A in section 1, a copy of this request(s) may be provided to the registered keeper(s) if they ask for it.

- **Note:** If your address is different from the one shown on companies house or your data protection registration websites you must provide proof of your current address, for example company headed paper or an invoice.
- If you don't provide proof we won't be able to deal with your application and will return it to you.

## B How to fill in the form

### Section 1 – What information are you asking for?

You should choose either option A or B – you cannot choose both.

#### Option A Multiple requests

- You can make a request for information for more than one vehicle if the reason you give in sections 4 and 5 are the same for all vehicles.
- You do not need to fill in sections 3 and 6.
- You can send, on company headed paper, a list of up to 15 vehicles per sheet with this form.
- For each vehicle, you must give us the Vehicle Registration Number, make and model, the date of incident and your reference number.

#### Note: Electronic service

If you make frequent requests for information, you should consider using the electronic service. For more information email

[kadoeservice.support@dvla.gsi.gov.uk](mailto:kadoeservice.support@dvla.gsi.gov.uk)

#### Option B

- If you make more than one request for information, you must fill in a separate V888/2 form for each request.
- If you are asking on behalf of another company, you must provide a written statement from them authorising you to do so.

### Section 2 – Company details and résumé

Give all the details asked for. Please supply a valid email address (we may need to contact you for more information).

#### Type of company

You must tell us what type of company you run, for example if you are an insurance/finance company or solicitors and so on.

If you process or store any personal information using a computer, you **must** have a data protection registration number. For further information on how to obtain this number, you should visit the Information Commissioners website at [www.ico.gov.uk](http://www.ico.gov.uk)

### Section 3 – Details of the vehicle you want information about

- Give all the details asked for. If you cannot give all these details, we may not be able to process your request.
- You do not need to fill in this section if you are making multiple requests – see note B, section 1 for information on multiple requests.

### Section 4 – What information do you want and why?

#### If you chose option A in section 1,

- Explain why you want the name and address of the registered keeper of the vehicle in section 3, and how the vehicle was directly involved.
- If you make a request for information on more than one vehicle, the information you give in this section must apply to every vehicle.

#### If you chose option B in section 1

- Tell us what information you want and why.
- It would help us, where appropriate, if you could give specific dates; you can continue on a separate sheet if you need to.

You must keep our information and the evidence why you wanted this information for at least 2 years for us to audit.

### Section 5 – How are you going to use the information?

- We need you to give us as much detail as you can about how you are going to use the information.
- If you are requesting information on more than one vehicle, the information you give here must apply to every vehicle.
- You can continue on a separate sheet if necessary.
- You should only use our information in a fair and responsible way and for the purpose you requested it.

#### Note: Misuse of our information

If we see a legitimate complaint about information obtained unlawfully we will pass it to the Information Commissioner to consider prosecution.

If we have evidence that you obtained or used information inappropriately, we can refuse all future requests.

### Section 6 – Details to support your request

- Give all the details asked for. If you cannot give them, we may not be able to process your request.
- Don't fill in this section if you are making multiple requests – see note B, section 1 for information on multiple requests.
- If the vehicle has been involved in more than one incident you will need to make a separate request for each incident.

### Section 7 – Declaration

You must sign and date the declaration, otherwise we will reject your request for information.

## C How to pay and where to send your request

Cheques and postal orders should be made payable to 'DVLA, Swansea'. Please do not send cash.

**Send this form with any additional documents and the appropriate fee to:**

DVRE  
DVLA  
Swansea  
SA99 1AJ.

## D Further information

You can find further details and the latest guidance on when we release information from our records on our website [www.gov.uk/request-information-from-dvla](http://www.gov.uk/request-information-from-dvla)

*Buying a vehicle?*

*The tax is no longer transferable so you must tax it before you use it.*

[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)