

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.direct.gov.uk/dvlatadataprotection

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

1 What 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. 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: _____

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)

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

- We have a duty under the Data Protection Act 1998 to protect personal information. However, Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002, provides for the release of information where a person shows reasonable cause to want it.
- It is a criminal offence under Section 55 of the Data Protection Act 1998 to unlawfully procure or sell personal information. The maximum penalty is a fine not exceeding £5000.
- We will carry out the necessary checks to make sure the information you have provided is correct.
- We or an agent acting on our behalf must upon request have access to your company's operational areas to check your processing methods. Your company must make available any files and records that we ask for so that we can make sure that the information is only used for the purposes for which it has been requested.
- If you have chosen option A in section 1, the registered keeper of the vehicle(s) you are requesting information about may be provided with a copy of this request 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 do not provide proof we will not be able to deal with your application and will return it to you.

B How to fill in the form

Section 1 – What 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, as long as the reasons given 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 with this form, a list of up to 15 vehicles per sheet on company headed paper. For each vehicle you must give us the Vehicle Registration Number, make and model, the date of incident and your reference number.

If you make frequent requests for information you may want to consider doing this electronically in future. For more information go to www.direct.gov.uk/dvlatadataprotection

Option B

If you want to make more than one request for information, you will need to 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 that company authorising you to do so.

Section 2 – Company details and résumé

Give all the details asked for.

Type of company

You must tell us what type of company you run, for example, car parking companies, 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

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, describe the situation that has led to you wanting the name and address of the registered keeper of the vehicle in section 3, and how the vehicle was directly involved in the situation.

If you are making 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 necessary.

For audit purposes you must keep the information given by DVLA and the evidence why you wanted this information for at least 2 years.

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

To consider your request, we need as much detail as you are able to give about how you are going to use the information.

If you are making a request for information on more than one vehicle, the information you give in this section must apply to every vehicle.

You can continue on a separate sheet if necessary.

The information you ask for should only be used in a fair and responsible way and for the purpose for which it is requested.

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 information has been obtained or used inappropriately, we can refuse all future requests.

Section 6 – Details to support your request

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.

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:

Fee Paying Enquiry Section
DVLA
Swansea
SA99 1AJ.

D Further information

You can find further details and the latest guidance on the release of information from our records on our website www.direct.gov.uk/dvlatadataprotection

Find out about DVLA's online services at www.direct.gov.uk/onlinemotoringservices