

## **EXAMPLE ONLY**

### **Example of required format for making multiple applications for information from DVLA records where the reason for the request is the same.**

Multiple applications must be accompanied by Request for Information form -V888/2 (for companies) or Request for Information form -V888/3 (for companies where a penalty charge notice/reminder will be issued).

This format should not be used for requesting full keeper histories - requests for this information should be made on separate V888/2 forms.

### **DO NOT PRINT OFF AND USE THIS SHEET TO MAKE YOUR REQUEST**

**Requests for multiple applications should be made in the following format:**

- use letter headed paper
- maximum number of enquiries (registration marks) per sheet is 15

<b>Reg Mark</b>	<b>Make</b>	<b>Model</b>	<b>Your Reference</b>
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- 1.
- 2.
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- 15.

