



Driver and Vehicle
Licensing Agency

D100

Driving licences

For more information go to www.direct.gov.uk/driving



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The Government Standard

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Transport

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How to apply for your driving licence

To apply for your driving licence you need to fill in either:



- **form D1** – application for a driving licence (for all driving licences except those for lorries and buses); or



- **form D2** – application for a lorry or bus licence.

You can order application packs for the D1 and D2 online from **www.direct.gov.uk/motoringforms** or from us by phoning **0300 790 6801** (between 8am and 8.30pm Monday to Friday, and between 8am and 5.30pm on Saturdays).

You can also get these application packs from:

- Post Office® branches (D1 only)
- Traffic Area Offices (D2 only), and
- DVLA local offices.

You can use these application packs to apply for a:


- provisional licence
- full licence
- replacement licence
- new licence after it has been withdrawn for health reasons, or
- new licence after you have been disqualified from driving.

You can also use them to:

- renew your photo
- change your details
- renew your licence
- remove out-of-date points or details of driving disqualifications, or
- exchange a Northern Ireland or non-British licence for a British one.

You may need to pay a fee (see the relevant application form).

Apply online:

You can now apply for many of the transactions online. Wherever you see this icon,  you can apply online at the website address given.

Provisional licences



www.direct.gov.uk/provisional

To learn to drive you must have a valid provisional licence. We will normally send this to you within 3 weeks of receiving your application. It might take longer if we have to check your medical or personal details.

You must not drive until you receive your licence, as this will give details of what and when you can start driving.

Learning to drive cars

Learners must be supervised by a qualified driver who must:

- be at least 21
- hold a full valid British, Northern Ireland or EU Community licence in the appropriate category, and
- have held that licence for three years or more.

For cars and motorcycles

- If you have never held a GB driving licence you need to apply for a provisional licence using form D1.
- You can start learning to drive a car at 17 and at 16 for mopeds.

For motorcycles only

- If your provisional motorcycle licence was issued before 1 February 2001 it was only valid for two years. If you did not pass a test by the end of those two years, you may apply for another provisional licence.
- If your provisional motorcycle licence was issued on or after 1 February 2001 your entitlement will be valid until your 70th birthday.
- Since March 2002, driving licences have automatically allowed you to learn to ride a motorcycle. (That is, you have 'provisional motorcycle entitlement').
- If you have a full moped licence that includes provisional motorcycle entitlement, that is also valid until your 70th birthday.

Note: you must successfully complete a compulsory basic training (CBT) course for a moped or motorcycle before you can ride on a public road. You will get a

training certificate (DL196) which is valid for two years and will need to be shown to your examiner when you take your practical test. For more information visit www.direct.gov.uk/learning2drive or phone the Driving Standards Agency on 0300 200 1122.

For lorries and buses only

- You must hold a full licence for driving a car and you need to apply for a provisional lorry or bus licence using form D2.
- You will need to get the 'Medical Examination Report' (D4) (included in the D2 application pack) filled in by a doctor.

When you pass your driving test

- You can drive unsupervised as soon as you pass your test.
- We will normally issue you with a full licence automatically if your name is correct on your photocard driving licence.
- If we cannot issue your licence automatically, you **must** send the test pass certificate to us in order to claim your new entitlements on your driving licence.
- We will normally send your driving licence to you within 3 weeks of receiving your application. It might take longer if we have to check your medical or personal details.

The Road Traffic (New Drivers) Act 1995

You will lose your licence if you get six or more penalty points within two years of the following:

- Passing a first driving test in GB.
- Exchanging a licence issued in the EC, the Channel Islands, the Isle of Man or Gibraltar. The two-year period begins from the date you first passed a driving test in your home country.
- Exchanging a driving licence from a **designated country** see section 'Licences from other countries' and passing a British driving test to gain additional driving entitlements. The two year period begins from the date you passed a driving test in Great Britain.

Any valid penalty points you receive before passing your test will count towards the total of six. Points you get after the two-year period will also count if you committed the offence during that period.

You cannot appeal against this decision. The only thing you can appeal against is the conviction that led to the penalty points. The relevant court will be able to give you advice on how to appeal. Once the court tells us you have made an appeal, we will not revoke (withdraw) your licence while the appeal is continuing. If you accept a fixed penalty notice you cannot appeal. To get your full licence back, you must:

- get a provisional licence and drive as a learner, and
- pass the theory and practical tests again.

Passing the theory and practical tests does not remove the penalty points from your licence, and if the total reaches 12 within three years you may be disqualified from driving.

Your entitlement to drive

- Your entitlement to drive cars and ride motorcycles and mopeds normally lasts until your 70th birthday. After that you need to renew your licence every three years.
- Your entitlement to drive a large goods vehicle or passenger-carrying vehicle normally lasts until your 45th birthday. After that you need to renew your licence every five years until your 65th birthday, and every year from then on.
- If you have a medical condition which needs to be reviewed regularly, you may be given entitlement to drive for a period of one, two or three years. Please see 'Your health' section.
- We will send you a reminder three months before your current licence ends.

When to renew your licence

- Photocard licences are only valid for up to 10 years, although your entitlement to drive will normally be valid until your 70th birthday.
- If you hold a photocard driving licence, by law you must renew your photo every 10 years.
You could be fined up to £1000 if you don't.
- If you provide a photo when you are 70 or over,

you will not need to update your photo again unless you want to.

- If you hold a paper licence this is valid until your 70th birthday. At that point, you will need to apply for a photocard licence.
- We will send you a reminder before your current licence ends.

How to change your address on your licence



www.direct.gov.uk/changeofaddress

To tell us about a **change of address** you can:

- if you have a photocard licence, write your new address in the changes section on the paper counterpart and you must send both the counterpart and photocard to us
- if you have lost either part, you will need to apply for a replacement licence by filling in form D1.

How to change your name on your licence

To tell us about a **change of name** you must fill in form D1. Please see leaflet 'How to fill in your application for a driving licence' (INF1D) for more information.

Important – you must tell us about any change of name or address. If you don't, you could be fined up to £1000.

How to renew the photo on your licence

To renew the photo on your licence you can:

- fill in the reminder that we have sent you, or
- fill in form D1.

Please see leaflet INF1D for more information.

How to get a replacement licence



www.direct.gov.uk/replacellicence

If your driving licence has been lost, stolen, damaged or destroyed, you can apply for a replacement licence by filling in form D1.

If you have lost both your photocard licence and the paper counterpart, you can apply for a replacement photocard licence over the phone using a credit card or debit card, as long as none of the details have changed or are incorrect. You can pay by Visa, Delta, Mastercard and Maestro. To use this service, phone 0300 790 6801 between 8am and 8.30pm Monday to Friday, and between 8am and 5.30pm on Saturdays.

We will normally send your replacement licence to you within 3 weeks of receiving your application. It might take longer if we have to check your medical or personal details.

If you find your old licence after applying for a replacement, please return it to DVLA, Swansea, SA99 1AB with an explanatory note.

Can I drive while my licence is with DVLA?

You can drive before you receive your replacement licence back as long as the following apply:

- You have held a GB or Northern Ireland licence issued since 1 January 1976, or another licence that can be exchanged for a GB licence. (Please see leaflet 'Driving in Great Britain as a visitor or new resident' (INF38) for more information).
- You are not disqualified from driving.
- You have not been refused a licence for medical reasons or for not responding to medical enquiries.
- You would not be refused a licence for medical reasons.
- You keep to any special conditions which apply to the licence.

Penalty points and driving disqualifications

If you are convicted of a motoring offence, the court can:

- put penalty points on your licence
- disqualify you for a set time, or
- do both.

If you get 12 or more penalty points in a three-year period you may be disqualified from driving.

Penalty points

Points stay on a licence for the following periods.

- 11 years from the date of being convicted of the following offences.
 - Driving while under the influence of drink or drugs, including causing death by careless driving while under the influence of drink or drugs (shown on the licence as DR10, DR20, DR30, DR80, CD40, CD50, and CD60).
 - Causing death by careless driving then failing or refusing to take a breath, blood or urine test (shown on the licence as CD70).
- Four years from the date of being convicted of reckless or dangerous driving, and offences resulting in a driving disqualification (shown on the licence as DD40, DD60 and DD80).
- Four years from the date of the offence in all other cases.

We will automatically remove out-of-date penalty points if you change your licence for any reason.

Driving disqualifications

If you are disqualified for less than 56 days:

- The court will stamp the paper counterpart of your photocard or old-style paper licence and give it back to you. The stamp will show how long you are disqualified for.
- You don't need to renew your licence when the disqualification ends. Your licence becomes valid again the day after the disqualification ends.

If you are disqualified for 56 days or more:

- You must surrender your licence.
- You need to apply to have your licence renewed. If you are not sure when your driving disqualification ends, contact the court which disqualified you.
- Two months before your disqualification ends we will send you an application to renew it.

If you were disqualified for more than two years, you can ask the court to consider removing the disqualification after:

- two years – if you were disqualified for between two and four years
- half the period of the driving ban – if you were disqualified for between four and 10 years, or
- five years – if you were disqualified for 10 years or more.

For more information on codes which explain what penalty points are for, visit our website at www.direct.gov.uk/penaltypoints or see leaflet 'Information on driving licences' (INS57P), which you can download from www.direct.gov.uk/motoringleaflets

How can I get out-of-date penalty points and disqualification removed?

When penalty points and disqualification have run out you can apply to have them removed from your licence.

To do this, fill in:

- form D1 (for an ordinary driving licence), or
- form D2 (for a lorry or bus licence).

Please see either booklet INF1D (for form D1) or INF2D (for form D2) on how to fill in the forms.

Your health

You **must** tell us if you have ever had or currently have any of the following.

- Diabetes controlled by insulin
- Epilepsy
- Any condition affecting both eyes, or the remaining eye if you only have one eye (not including colour blindness, short or long sight)
- Stroke, with any symptoms lasting longer than one month or TIAs (Transient Ischaemic Attacks)
- Fits or blackouts
- Any type of brain surgery, severe head injury involving in-patient treatment, or brain tumour
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Repeated attacks of sudden disabling giddiness
- Any other chronic neurological condition including Multiple Sclerosis, Motor Neurone and Huntington's Disease
- A serious problem with memory or periods of confusion
- Persistent alcohol misuse or dependency
- Persistent drug misuse or dependency
- Serious psychiatric illness or mental ill-health
- Parkinson's disease
- Sleep apnoea syndrome
- Narcolepsy
- Any condition affecting your visual field (the surrounding area you can see when looking directly ahead)
- Total loss of sight in one eye
- Any persistent problem which needs driving to be restricted to certain types of vehicle or those with adapted controls
- Severe learning disability.

If you do not tell us about any of the above, you are committing an offence which could lead to you being fined up to £1000. If you knowingly give us false information, or do not give us any relevant information, to get a driving licence, you could be sent to prison for up to two years.

Extra rules for medium and large vehicles, minibuses or buses

The rules about health are stricter for drivers of larger vehicles. This is because accidents involving large vehicles are more likely to result in death or serious injury.

As well as those conditions already stated you also need to tell us about:

- angina, other heart conditions or heart operation
- diabetes controlled by tablets
- visual problems affecting either eye, or
- any form of stroke, including TIAs (Transient Ischaemic Attacks).

Epilepsy

If you want to drive a medium or large vehicle, minibus or bus you must not have a liability to epileptic seizures.

Diabetes

If you have diabetes treated by insulin you may not drive medium or large vehicles, minibuses or buses unless:

- You held a licence to drive lorries or buses on 1 April 1991, and
- The traffic commissioner who issued the licence or in whose area you lived knew about the insulin treatment before January 1991.

How do I tell you about a health problem?

- If you are filling in form D1 or form D2, and give us details in the health section we will then post you a medical questionnaire to fill in. To save time you can download the relevant questionnaire from **www.direct.gov.uk/driverhealth** and send it with your application.
- If you already have a licence, download the appropriate medical questionnaire from **www.direct.gov.uk/driverhealth** and send it to:

Drivers Medical Group

DVLA

Swansea

SA99 1TU.

Phone: 0300 790 6806 (between 8am and 5.30pm Monday to Friday, and between 8am and 1pm on Saturdays)

Lorry and bus drivers phone 0300 790 6807

Textphone: 0300 123 1278

Fax: 0845 850 0095

Email: eftd@dvla.gsi.gov.uk

We will need to know:

- your driver number or your full name and date of birth, and
- as much detail as possible about the health problem.

What happens when I tell you about a health problem?

We'll send you a medical questionnaire (unless you are also sending in a 'Medical Examination Report' (D4) where it may then not be necessary). It asks you for permission to let our medical adviser get reports from your doctor and specialists.

Medical Examination Report (D4) (for medium or large vehicles, minibus or bus drivers/applicants only)

When applying for your first lorry or bus licence, or renewing an existing licence, you will need to get a D4 form filled in by your doctor. You also need to have a D4 filled in if you hold an EC/EEA licence and are applying for your first lorry or bus licence or renewing it at age 45 or over.

If you already hold a lorry or bus licence and you are applying for the other category you **must** provide a further D4 form unless you provided one in the last 12 months. You can download form D4 and 'Medical Examination Report D4 Information and useful notes' (INF4D) from www.direct.gov.uk/motoringforms

Extra eyesight rules if you want to drive medium or large vehicles, minibuses or buses

New drivers

Your eyesight must be at least:

- 6/9 on the Snellen scale in the better eye and 6/12 on the Snellen scale in the other eye (while wearing glasses or corrective lenses if you need them), and
- 3/60 in each eye without glasses or corrective lenses.

An optician will be able to tell you about this.

Drivers who held a licence before 1 January 1997

If you had a licence before 1 January 1997 and you do not meet the eyesight standards above, get more information from our Drivers Medical Group, DVLA, Swansea, SA99 1TU (phone 0300 790 6807).

Licences from other countries

You can exchange a full driving licence issued within the European Community (EC) or European Economic Area (EEA) for the equivalent GB licence. You can also exchange a full car, motorcycle or moped licence issued by any of the following countries.

Australia	Barbados	British Virgin Islands	Canada
Falkland Islands	Farøe Islands*	Gibraltar	Hong Kong
Japan	Monaco	New Zealand	Republic of Korea*
Singapore	South Africa	Switzerland	Zimbabwe

*We do not exchange motorcycle entitlement from these countries.

If you have a licence which we do not recognise for the purpose of exchange, you can drive as a visitor for up to 12 months from the date you last entered the UK. If you live in the UK you can drive for up to 12 months from the date you become a resident. You will not be required to display 'L' plates if you pass your driving test within 12 months of becoming resident. If the 12 months have passed, to continue driving you must get a provisional GB licence and pass a driving test. Rules for learner drivers will apply.

You can only get a GB driving licence if you are normally resident in Great Britain

To be normally resident you must usually live in the United Kingdom for 185 days in each calendar year.

Applicants who are not UK citizens or nationals of another EU or EEA country will not be considered normally resident if they:

- do not have leave to remain in the UK, or
- are in the country on a temporary basis without leave to remain either while awaiting a decision to stay in the UK or following a decision refusing such an application.

Visiting another country

Your GB licence allows you to drive in all other countries in the European Community (EC) or European Economic Area (EEA). Check with a motoring organisation if you want to drive in a country that is not in the EC or EEA. They will tell you whether you need an International Driving Permit (IDP). IDPs are issued by the AA, the RAC and Green Flag National Breakdown Recovery Club. You must live in Great Britain, have passed a driving test, and be over 18.

When a licence is no longer needed

The licence should be returned to:

DVLA
Swansea
SA99 1AB.

Enclose a covering letter if you:

- are returning your own licence because you no longer want to drive, or
- are returning the licence of someone who no longer wants to drive or who has died.

The Data Protection Act and you

The Data Protection Act 1998 gives you the right to be told what information we hold about you. If you want to know what information we hold about you, please write to us. Include your full name, address and date of birth. Send your letter, together with a cheque or postal order for £5 (made payable to DVLA, Swansea) to:

Driving Licence Validation Team
Driver Customer Services
DVLA
Swansea
SA6 7JL.

Information held on your driver record may be passed to other Government organisations and law enforcement agencies. This would be for the purpose of checking your application, or for the prevention or detection of crime.

If you have any questions

Driving licences

- Find out more about driving licences on our website at www.direct.gov.uk/driverinfo
- Write to:
Driver Customer Services
Correspondence Team
DVLA
Swansea
SA6 7JL.
- Email us at www.direct.gov.uk/emaildvla
- Phone Customer Enquiries Group (Drivers) on 0300 790 6801 between 8am and 8.30pm Monday to Friday, and between 8am and 5.30pm on Saturdays.

Textphone

If you are deaf or hard of hearing and you have access to a textphone, phone 0300 123 1278. This number will not respond to ordinary phones.

Information leaflets

If you need more information, the following leaflets are available:

- **INF28** – Driving a minibus
- **INF29** – Minimum test vehicles
- **INF30** – Requirements for towing trailers in Great Britain
- **INF38** – Driving in Great Britain(GB) as a visitor or a new resident
- **INF45** – Your photocard driving licence explained
- **INF52** – Special licensing arrangements for drivers of large vehicles
- **INS57P** – Information on driving licences

You can download all these leaflets from our website at www.direct.gov.uk/motoringleaflets or you can get copies by phoning 0300 790 6801.

Our service standards

We aim to give you the best possible service. If you'd like a copy of our 'Customer Service Guide and what to do if things go wrong' (INS101), please write to:

Driver Customer Services
Correspondence Team
DVLA
Swansea
SA6 7JL.

Fax: 0300 123 0784

Email us at www.direct.gov.uk/emaildvla

Or you can download it from our website at **www.direct.gov.uk/motoringleaflets**

Please tell us:

- when we do well
- when we fail to meet our service standards
- how we can improve our services, and
- if you have any comments on any of our other documents.

Please write to:

Carole Evans
Customer Services Manager
DVLA
Swansea
SA7 0EE.

Fax: 01792 766416

Email us at www.direct.gov.uk/emaildvla



Driver and Vehicle
Licensing Agency

www.direct.gov.uk/driving