

How to fill in your Application for a lorry, bus or minibus driving licence (D2)

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

Lorry, Bus or Minibus driving licence
 booklet INF2D before filling in this form.
 go to www.direct.gov.uk/driverinfo

2 Your details

Your GB driver number (if you know it):

Title: Mr Mrs Miss Ms Other (for example, Dr)

Surname:

First names:

Date of birth: DD MM YYYY

Full current address

House No.

Postcode

If any of the details above have changed since your last licence
 give the previous details below.

D2

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Filling in the form

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For confidentiality reasons, it is not possible to release driver numbers or personal details via email replies.

Important

You can only get a GB driving licence if you are normally resident in the United Kingdom.

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.

We no longer issue paper licences.

The D2 application form only relates to driving lorries, buses and minibuses.

Please write in BLACK INK using CAPITAL LETTERS or put a cross in the appropriate box. This will make sure that our computer equipment can read your information. Please read the following notes for guidance.

For more information, see booklet 'Information on driving licences' (INS57P), which you can download from www.direct.gov.uk/motoringleaflets.

Section 1 – What are you applying for?

Provisional

You must have full car entitlement (category B or BE) before you can apply for provisional lorry or bus entitlement. If you have never had a lorry or bus licence, you must get a licence showing provisional category C/C1 (lorry) or D/D1 (bus) entitlement before you can start to learn to drive lorries or buses.

You must provide the following with your application:

- Your full car driving licence or your provisional licence and car test pass certificate.
- A 'Medical Examination Report' (D4) filled in and signed by a Doctor.
- The D4 is also needed when applying for a new provisional entitlement or when a D4 has not been submitted within the last 12 months.

Military drivers

Put a cross in the appropriate box(es) to show full time or part time and what entitlement you want.

Full time

- Putting a cross in 'ordinary driving licences' will give you provisional entitlement for all categories A, B, BE, F, G, H, K and P.
- Putting a cross in 'all lorry' will give you provisional entitlement for categories C1, C1+E, C and C+E.
- Putting a cross in 'all bus' will give you provisional entitlement for categories D1, D1+E, D and D+E.

Part time

Part time military drivers must have a full category B driving licence and may only apply for categories C, C1, D and D1.

To change my name and/or address on my licence

If your name or address (or both) has changed since you got your last licence, give your new and old details in section 2 of the D2. You will need to provide proof of your name change – see section 5 on the D2 for details.

You must also send us your current paper driving licence or if you have a photocard licence, return the photocard and the paper counterpart. **If you have lost either part, you will need to apply for a replacement photocard licence.**

To replace my licence as it has been lost, stolen, defaced or destroyed

You can apply for a replacement licence if the original has been lost, stolen, defaced or destroyed. Please put a cross in the appropriate box.

You must return a defaced licence.

Important – if you find or get your old licence back after asking us for a replacement, the old licence will no longer be valid and you must return it with an explanatory note to:

**DVLA
Swansea
SA99 1AB.**

To exchange my non-GB licence for a British one

If you exchange your non-GB licence you must send us your old one. We cannot return it to you.

If you are applying to exchange a licence from another country you **MUST** fill in the section 'To exchange my non-GB licence for a British one' in section 1 of the D2 application form.

If you also want to add provisional entitlement as well as exchanging a non-GB licence, you need to fill in the relevant parts of both the 'Provisional' and 'Exchange' sections.

You can exchange a full driving licence (showing European categories) issued within the European Community (EC) or European Economic Area (EEA) for the equivalent GB licence. At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

Sometimes other EC or EEA countries issue licences, which show that driving may be subject to limitations, for medical reasons. For instance, the limitation might be that the licence holder is only allowed to drive during daytime. UK does not normally grant licences with such limitations and may need to investigate the relevant medical circumstances before granting the licence.

Note: If you are an EC/EEA licence holder aged under 45 with a current lorry/bus entitlement, you do not need to send in a filled in D4.

You can exchange licences issued in the Channel Islands and the Isle of Man as long as they were issued after 1 April 1991. You will need to fill in a D4 regardless of your age.

You can exchange test passes from Gibraltar provided the test was passed within two years of the date of applying for your GB licence.

We will not accept any other test passes.

Not all licences can be exchanged. It is important that you read 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38). You can download this from the website at www.direct.gov.uk/motoringleaflets

To exchange my licence after passing a test

Put a cross in the appropriate box and give the details the form asks for.

Once you have passed a test you **must** send the test pass certificate to us in order to claim your full licence.

You must return your current provisional licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box under 'To replace my licence' in section 1 of the D2.

To renew the photo on my licence

You need to send in a current photo of yourself (see page 12 for photo requirements), the fee and also your old photocard licence and paper counterpart. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box under 'To replace my licence' in section 1 of the D2.

To renew my licence

Put a cross in the appropriate box and give the details the form asks for.

You must send us your current paper driving licence or if you have a photocard licence, return the photocard and the paper counterpart.

A D4 is needed when renewing:

- lorry or bus entitlement from age 45 (normally every 5 years up to age 65, then annually);
- entitlement to drive lorries over 3.5 tonnes (C1) or minibuses with 9 –16 passenger seats not for hire or reward (D1)* when the driver is aged under 70 and who has been issued with a short period medical licence; and
- C1 and D1* entitlement for all category B drivers over the age of 70 and voluntary minibus drivers over 70.

*Hire or reward includes any payment by or on behalf of passengers that gives them a right to be carried.

If you are under 21 years of age, any penalty points recorded against you may prevent you from holding lorry entitlement. (See 'Your conduct' on page 8).

Organ donation

If you fill in this section to state that you would donate your organs, we will tell the NHS Organ Donor Register and this information will be shown on your licence.

For more information about donating organs and organ transplants, visit the website at **www.organdonation.nhs.uk** or phone **0300 123 2323**.

You do not have to fill in this section.

Section 2 – Your details

Please fill in the relevant parts of this section.

The address on the licence must be a GB home address. We do not accept PO box addresses.

Please provide a phone number or email address (or both) so we can contact you if there is a problem with your application. We will not use these details for any other purpose.

For information and details on 'normal residency' requirements see the information on page 3 of this booklet.

Section 3 – Your eyesight and your hearing

You must be able to read a car number plate (with glasses or corrective lenses if necessary) from 20.5 metres (67 feet), or 20 metres (65 feet) if narrower characters (50 millimetres wide) are displayed.

The letters and numbers on all number plates made or renewed after September 2001 are 50 millimetres wide instead of 57 millimetres.

There are extra eyesight standards for those who drive medium or large vehicles, minibuses or buses.

Bioptics are not currently acceptable for use while driving in Great Britain and it is not acceptable to use a Bioptic (telescope) device to meet the prescribed eyesight standard. A Bioptic device cannot be used to pass the number plate test.

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.

If you are profoundly deaf you must be able to communicate in the event of an emergency, either by speech or by using a device, for example, textphone.

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 shown on the previous page, you can get more information from our Drivers Medical Group, DVLA, Swansea, SA99 1TU (phone **0300 790 6807**).

Your conduct

If you are applying to renew your licence after being disqualified from driving in the United Kingdom or another country, please give details of your disqualification.

All applicants for and holders of lorry and bus driving licence entitlement, are subject to more stringent conduct requirements than ordinary licence holders.

When applying for these licences, applicants must declare any findings of guilt, fixed penalties and cautions for offences relating to driver's hours, vehicle roadworthiness or loading.

In addition, applicants applying for a minibus or bus licence must declare any other findings of guilt, fixed penalties and cautions, even if they are not driving offences, for example, assault.

If you are under 21 years of age, penalty points recorded against you may prevent you from holding lorry entitlement.

The Secretary of State for Transport may refer any case where a question arises relating to the conduct of a lorry or bus driver to the Traffic Commissioner for the area in which you live.

In all cases of conduct, the Traffic Commissioner, acting on behalf of the Secretary of State, will decide whether or not to grant you entitlement to drive lorries or buses. In so doing all endorsements on your licence will be taken into account, together with all other relevant findings of guilt, fixed penalties and cautions, before making a decision.

Section 4 – Your health

If you think you have a medical condition that could affect your fitness to drive, please get advice from your doctor or optician, or visit our website at **www.direct.gov.uk/driverhealth**

You must tell us immediately about a relevant condition or a condition getting worse. You could have to pay a fine of up to £1000 if you do not.

Section 5 – Your proof of identity

You must provide original documents (please see below), or if the original has been lost a duplicate issued by the authority that issued the original.

We will not accept photocopies or laminated documents.

Part A – Digital UK passport holders only.

If you are giving your permission for us to contact the Identity and Passport Service, **do not send us your digital UK passport. However, you will still need to provide a photo if this is your first photocard licence or if you wish to change your current photo.**

If you do not have a digital UK passport or you do not give us permission to contact the Identity and Passport Service, see Part B below for advice on what you need to send us.

Part B – Documents enclosed to prove your identity.

We will accept the following documents.

- A passport, travel document or UK National Identity Card*.
- An Identity Card for Foreign Nationals/ Residence Permit.
- A UK Identification Card for EC/EEA/Swiss nationals living in the UK*.
- An EC/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office).

If you are sending one of these, you must provide a recent photo of yourself but you do not need to have your photo signed and you do not need to fill in section 6.

If the documents you provide are not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

* Since November 2009 the Identity and Passport Service (IPS) has issued the UK National Identity Card for British nationals and a UK Identification Card for EC/EEA/Swiss citizens residing in the UK (and exceptionally for some British Citizens). These cards may also be used as a form of identification for driving licence applications.

Do not send in your passport if you need it within the next month.

If this is the case you should consider delaying your licence application until you can send us your passport.

If you **do not** have a digital UK passport, or you have one but you do not want us to check your identity with the Identity and Passport Service, you can use the Premium Checking Service (see pages 14 and 15) as long as your UK passport is in your current name. Your passport will be sent securely with your application to DVLA.

- **A UK birth or adoption certificate and one other supporting identity document (see the note below).** If you were born in the UK and do not have your UK birth or adoption certificate, or the one you have does not show your full name or country of birth, contact your local register office.

Note – a birth or adoption certificate is not absolute proof of your identity, you must also send one of the following documents:

- Your **National Insurance (NI) card** or a **letter** from the Department for Work and Pensions showing your NI number.
 - A **photocopy** of the **front page** of a **benefits book** or an **original letter** about a claim for a state benefit.
 - A **P45, P60** or **payslip**.
 - A **marriage certificate** or **divorce papers** (decree nisi or decree absolute).
 - A **student union card** or **school record**.
- **If you have reached State Pension age**, you can provide originals of one of the following:
 - A bank or building society statement, issued in the last three months, showing your pension payment.
 - A letter from the Department for Work and Pensions confirming your eligibility for the State Pension and showing your NI number.

Note – the National Insurance Number cannot be a temporary number (usually starting with TN).

- **UK Certificate of Naturalisation**

If your name is different from that shown on your digital UK passport, current photocard licence or the document(s) you are enclosing, you must provide proof of your name.

We will accept:

- a marriage or civil partnership certificate;
- a decree nisi or decree absolute; or
- any deed-poll declarations.

The evidence you provide must show a clear link between the name on your identity document or digital UK passport and your current name.

Section 6 – Signing a photo to verify identity (if necessary)

You must get someone reliable to sign the back of your photo if you are providing identity documents other than an up-to-date passport or travel document, UK National Identity Card, Identity Card for Foreign Nationals/Residency Permit, UK Identification Card for EC/EEA/Swiss nationals living in the UK or an EC/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office), as proof of your identity.

If you are providing one of the above, you do not need to have your photo signed by anyone.

The person signing the photo must:

- have known you personally for at least 2 years within the UK;
- not be a relative;
- not be a person living at the same address; and
- not be a member of the Post Office® staff processing the application (if you choose to use the Premium Checking Service – see pages 14 and 15).

Suitable people include:

- local business people or shopkeepers;
- librarians;
- professionally qualified people (for example, lawyers, teachers or engineers);
- police officers;
- bank or building society staff;
- civil servants;
- ministers of religion;
- magistrates; or
- local councillors, Members of Parliament, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

We will make checks on people who sign photocard driving licence applications.

If you have come to live in the UK within the last two years and you cannot have your photo signed by someone who has known you for at least two years within the UK, you should take all the documents to your nearest DVLA local office. They will sign your photo and fill in section 6 of the application form. The DVLA local office will send your application and original identity documents to DVLA, Swansea.

Your photo

Your photo must meet the following agreed standards:

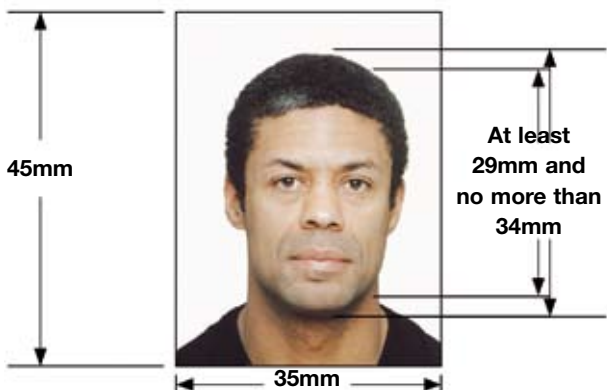
The photo must:

- be taken of the full head;
- have been taken in the last month and be a true likeness of you;
- be free from 'redeye';
- be in sharp focus and clear;
- be free of any reflection or glare from glasses;
- be taken against a light grey or cream background;
- be a colour photo – we will not accept black and white photos;
- not be damaged, creased, torn or marked; and
- not have any shadow in it.

You must:

- be facing forward and looking straight at the camera;
- look natural but without expression – your mouth should be closed, you should not be grinning, frowning or raising your eyebrows;
- have your eyes open;
- not wear sunglasses, tinted glasses or have your hair across your eyes;
- not wear glasses if the frames cover your eyes – we recommend that you remove your glasses;
- not have anything covering your face; and
- not wear a hat or head covering unless this is for a medical or religious reason.

The photo of you must be the same size as the one we have shown below.



Your picture should not fill the area of the photo or be too small to be seen. The photo is 45mm tall, your head should fill an area of between 29mm and 34mm, as shown.

Section 7 – Your declaration

Read the declaration and sign the form in black ink, making sure that your signature is completely in the white area.

We will electronically scan, reduce and copy your signature onto your photocard driving licence and counterpart.

General information

Licences from other countries

You can exchange a Northern Ireland full or provisional licence with a valid test pass for a GB licence, or you can use your Northern Ireland licence here until it runs out.

For licences from Canada, if you provide evidence from the relevant authority that you passed a test in a manual vehicle in that country we will issue a licence that allows you to drive both manual and automatic vehicles. Without this evidence, licences will be limited to automatic vehicles only.

You may exchange test passes from Gibraltar and Northern Ireland if the test was passed within two years of the date of applying for your GB licence.

We can only exchange vocational licences where the driving test was taken in an EC or EEA country or Gibraltar.

If you have a licence from any other country it is important that you read leaflet INF38 which you can download from **www.direct.gov.uk/motoringleaflets** or get from DVLA local offices.

Premium Checking Service at the Post Office®

If you are applying for your first photocard licence, some Post Office® branches offer the following service:

- For a fee, they will check your application to make sure it is correct and send it to us with your current driving licence (if you have one). **You should note however that because the D4 contains confidential medical information, this form is not part of the checking service offered.**
- A digital UK passport or evidence that you receive or are eligible for UK State Retirement Pension can be used as proof of identification and will be handed back to you. **However, DVLA can still ask to see the original identity document.**

Note: If you do not sign 'Part A' of section 5 to give consent to DVLA verifying your identity with IPS, your digital UK passport will be sent securely to DVLA.

- If you use a non-digital UK passport as proof of identification, it will be sent securely with your application to the DVLA. Your passport will be returned to you separately from your driving licence.

Note: If you would like us to return your passport by special-delivery, please include a stamped self-addressed special-delivery envelope. Keep a note of the special-delivery serial number.

You must apply in person and all your documents must be in your current name. You cannot use this service if you are changing your name.

For information on your nearest Post Office® branch that offers this service, phone **08457 22 33 44** or textphone **08457 22 33 55**.

Details of how you can pay for this service are shown on the D2 application form.

Please note, this service is not available if you are applying to renew the photo on your licence.

Premium Checking Service at DVLA local offices

For a fee, all DVLA local offices provide the same checking service as the Post Office® and also offer the services explained below.

Three DVLA local offices – Glasgow, Nottingham and Wimbledon – together with the main reception at DVLA Swansea, also offer a Premium Checking Service for people who hold a current passport and full driving licence issued from the EC or EEA, Gibraltar and the countries listed below:

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

Note: Motorcycle and moped entitlement from the Republic of Korea and the Farøe Islands cannot be exchanged for GB entitlement.

To use this service:

- you must be applying for a full UK driving licence; and
- your passport must be in the same name as is shown on your full driving licence.

You must be exchanging a full licence from an EC or EEA country, Gibraltar or a country listed in the table previously or be exchanging a full GB paper driving licence for a first full photocard licence.

You can find the address of your nearest DVLA local office:

- on the website at **www.direct.gov.uk/dvla/local**; or
- by phoning **0300 123 1277** (you will be asked to give your postcode).

DVLA local offices are open between 9am and 5pm Monday to Friday (except every second Wednesday in the month when the opening times are 9.30am to 5pm).

Details of how you can pay for this service at a DVLA local office are given on the D2 application form.

‘Medical Examination Report’ (D4)

This form can be downloaded from www.direct.gov.uk/motoringforms or you can get them from Traffic Area Offices, DVLA local offices and DVLA.

Driving test passes

Once you have passed a test you **must** send the test pass certificate to us in order to claim your full licence.

Plastic wallets

We no longer send out plastic wallets with photocard driving licences. We cannot return old plastic wallets we have received.

Returning your identity documents

- We will send your licence and identity documents separately.
- We cannot guarantee to return your identity documents by a set date.
- If you would like us to return your identity documents by special-delivery, please include a stamped self addressed special-delivery envelope. Keep a note of the special-delivery serial number.
- If you sent your application direct to us and you do not get your identity documents back within 2 weeks of receiving your photocard licence, please contact DVLA Customer Enquiries on **0300 790 6801**.

Note: unless you contact us within three months of the date you sent your application, it will be difficult for us and Royal Mail to carry out the necessary investigation.

Vehicle categories

LGV/Medium-sized vehicles

Description	Category
Vehicles over 3,500kg with a trailer up to 750kg.	C
Vehicles between 3,500kg and 7,500kg with a trailer up to 750kg.	C1
Vehicles over 3,500kg with a trailer over 750kg.	C+E
Vehicles between 3,500kg and 7,500kg with a trailer over 750kg – total weight not more than 12,000kg (if you passed your category B test before 1 January 1997, you will be restricted to a total weight not more than 8,250kg).	C1+E

PCV

Description	Category
Any bus with more than eight passenger seats with a trailer up to 750kg.	D
Vehicles with between nine and sixteen passenger seats with a trailer up to 750kg.	D1
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a 'Maximum Authorised Mass' (MAM) of over 750kg, as long as the MAM of the combination is not more than 12,000kg, and the MAM of the trailer is not more than the unladen weight of the towing vehicle.	D1+E
Any bus with more than eight passenger seats with a trailer over 750kg.	D+E

Traffic Commissioners

The phone number for all traffic commissioners enquiries is 0300 123 9000.

North Eastern Traffic Area	Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF.
West Midlands and Welsh Traffic Area	Cumberland House, 200 Broad Street, Birmingham, B15 1TD.
Eastern Traffic Area	Terrington House, 13–15 Hills Road, Cambridge, CB2 1NP.
Western Traffic Area	2 Rivergate, Temple Quay, Bristol, BS1 6EH.
South Eastern and Metropolitan Traffic Area	Ivy House, 3 Ivy Terrace, Eastbourne, BN21 4QT.
Scottish Traffic Area	J Floor, Argyle House, 3 Lady Lawson Street, Edinburgh, EH3 9SE.
North Western Traffic Area	Suite 4–6, Stonecross Place, Stonecross Lane, Warrington, WA3 2SH.

DVLA local offices

for Premium
Checking Service
– see page 15



For more information, see booklet 'Driving licences' (D100) which you can download at www.direct.gov.uk/motoringleaflets or get from most Post Office® branches and DVLA local offices.