



# Driver & Vehicle Agency Application for Certificate of Permanent Export

(Do not use this form if you have a V5C(NI) Registration Certificate)

V756  
(NI)

**Please note: It is essential that the Certificate is applied for well in advance of the intended date of export.**

• **Please read these notes carefully before you fill in this form.**

## 1 When do I use this form?

You can use this form to apply for a Certificate of Permanent Export (V561(NI)) if you do not have a V5C(NI) Registration Document or if you only have a green New Keeper's Supplement (V52(NI)).

If you **do** have a V5C(NI) Registration Document, you must notify export by completing the relevant section on it.

If you or the previous keeper of the vehicle have previously been issued with a V5C(NI) Registration Certificate, you cannot use this form to apply for a Certificate of Permanent Export.

You should notify export by completing the V5C/4(NI) "Notification of Export" section of the certificate. If you do not have a V5C(NI) you should use form V34(NI) "Application for a Registration Certificate" to apply for a replacement. You can get a V34(NI) from selected Post Office® branches, DVA Local Offices or for download from our website.

Alternatively, if you have previously had a V5C(NI) for your vehicle in your name, and there is no change in vehicle or personal details, you may apply for a duplicate V5C(NI) by phoning DVA on 028 7034 1514.

## 2 Where do I apply?

By post to:

DVA  
Vehicle Enquiry Section  
County Hall  
Castlerock Road  
Coleraine  
BT51 3TA

## 3 What documents will I need to produce?

• New Keeper's Supplement (V52(NI)), if you have it.  
No fee is required for this application.

## 4 When will I get the Certificate of Permanent Export?

If you are not the registered keeper of the vehicle, it may take up to four weeks for you to receive the Certificate of Permanent Export.

## 5 What if I find the Registration Document?

If you find your Registration Document after you have applied for an export certificate, you should send the V5C(NI) back at once to DVA, Coleraine, BT51 3TA.

Please enclose a short note saying that you have applied for an export certificate.

## 6 What if I have not had a Registration Document for this vehicle in my name?

You must notify your acquisition of the vehicle overleaf.

## 7 Telling us about your vehicle mileage

Please write the current mileage of the vehicle in the area provided. You are not legally required to provide mileage information but doing so may help to combat mileage fraud.

## 8 Further information on vehicle registration and licensing

The general leaflet V526(NI) which may help you is available from our website at [www.dvani.gov.uk](http://www.dvani.gov.uk). If you have any further queries, please phone the Vehicle Enquiry Section, DVA on 0845 402 4000, (International telephone number +44 120 477 0768) Monday to Friday 9.00am to 5.00pm, or by fax on 028 7034 1422, or by post to:

DVA  
Vehicle Enquiry Section  
County Hall  
Castlerock Road  
Coleraine  
BT51 3TA

Customers with impaired hearing who have a textphone/ minicom should phone 028 7034 1351 for enquiries. You should be aware that the minicom number will not respond to ordinary telephones.

E-mail address is [dvlni@doeni.gov.uk](mailto:dvlni@doeni.gov.uk)

## 9 What to do if you are not satisfied with the service you have received

If you are not satisfied with the service you have received please refer to our 'Complaints Procedure' leaflet INF171(NI), or you can request a copy of the DVA Customer Services Guide INF101(NI). These are available from DVA Central Office or from any Local Vehicle Licensing Office.



An Agency within the Department of the

**Environment**

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



12/09

CUSTOMER SERVICE EXCELLENCE

**Please**

- Read the information overleaf before you fill in this form
- Do not write in this area or in the official use box
- Write clearly in BLACK INK and CAPITAL LETTERS

1

**Vehicle details**

Registration mark of vehicle  2

Make of vehicle (i.e. Rover, Ford, Vauxhall, etc.) \_\_\_\_\_

Model of vehicle (i.e. MG, Focus, Vectra, etc.) \_\_\_\_\_

Colour or colours of vehicle \_\_\_\_\_

Tax class of vehicle (i.e. PLG, Petrol Car, HGV, etc.) \_\_\_\_\_

Chassis, Frame or VIN number \_\_\_\_\_  
(usually shown on a plate near the engine)

Engine Number \_\_\_\_\_

**Official Use Only**

Validation character  3

**Name and address of vehicle keeper (Please print clearly)**

Mr 1  Mrs 2  Miss 3  (Please tick the relevant box)

W 4

Title or business name \_\_\_\_\_

Forenames in full \_\_\_\_\_ 5

Surname \_\_\_\_\_ 6

Address \_\_\_\_\_

\_\_\_\_\_ 7

\_\_\_\_\_ 8

Post Town \_\_\_\_\_

Postcode \_\_\_\_\_ 9 Please help us by using your postcode

Country \_\_\_\_\_ UK Tel. N° or Fax N° if abroad

Have you had a Registration Document for this vehicle in your name? (please tick box) YES  NO

If NO, are you notifying change of keeper? if so, please tick this box  K 10

and give date you acquired the vehicle  Day  Month  Year 11 CD  12

Present Mileage (to the last complete mile)  (see notes overleaf)

Please tick box and give INTENDED DATE OF EXPORT  P  Day  Month  Year

**Declarations**

**I declare** that the Registration Document:  
(Please tick appropriate box)

- has been lost, stolen or defaced whilst in my possession
- was not given to me by the previous keeper
- is with DVA for changes
- cannot be produced for other reasons (please state reason)  
\_\_\_\_\_

**I undertake** to return the Registration Document if it comes into my possession.

**I declare** that I have checked the information given in this application and to the best of my knowledge and belief it is correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

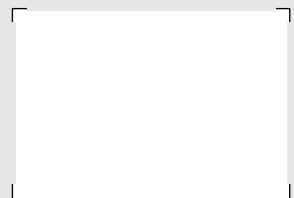
**Warning:** It is a criminal offence to obtain or attempt to obtain a Certificate of Permanent Export by means of false declaration.

Please check overleaf what you should now do with this form.

**Official Use Only**

V756(NI)

DVA Office Date Stamp



Serial N° V561(NI)

Day Month Year

Date Issued