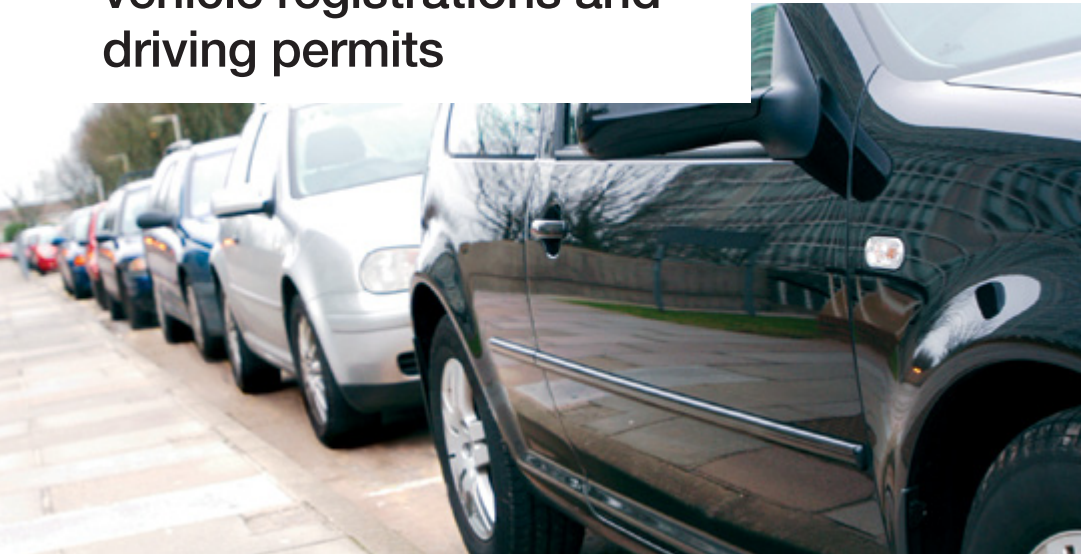




# Diplomatic and consular vehicle registrations and driving permits



For more information go to [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

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## Introduction

**This booklet provides information about registering your diplomatic or consular vehicle and applying for a diplomatic driving permit for the length of your appointment.**

The registration of diplomatic and consular vehicles is an administrative arrangement which the Driver and Vehicle Licensing Agency (DVLA) carries out to help you while you are posted to the United Kingdom (UK).

The Foreign & Commonwealth Office (FCO) provides us with details of eligible diplomatic and consular officials and members of international organisations.

Where we use the term 'you' in this booklet, we mean the person registering the vehicle, applying for a driving permit or otherwise dealing with us (DVLA).

# Section 1

## Appointments

Your mission or international organisation must notify Diplomatic Missions and International Organisations Unit (DMIOU) in Protocol Directorate at the FCO as soon as possible after your arrival or appointment. DMIOU will then notify us of your appointment and you can then apply for your vehicle to be registered, and/or for a driving permit under the diplomatic scheme.

### Step-by-step guide to reporting your appointment

- Arrival forms can be found on the Protocol website at <http://protocol.fco.gov.uk/>

Use Form 1 for:

- embassy or high commission staff
- staff of international organisations
- consulate staff.
- You, or your admin or protocol section will need to fill in Form 1 and return it to DMIOU.
- DMIOU will notify us of the approval.
- We will update our records with your details.

Any queries please contact DMIOU (see Section 9).

### Important points

- We will not be able to register any vehicle or issue a driving permit until your appointment has been authorised by DMIOU.
- You can only register a vehicle or apply for a driving permit if you have been accredited by DMIOU as a head of mission, a diplomatic agent, a member of your mission's administrative and technical staff, a consular officer, or a consular employee.
- Service staff are not entitled to register a vehicle or apply for a driving permit.

- Members of international organisations may register a vehicle or apply for a driving permit only if permitted by their organisation's headquarters agreement.
- You must fill in all parts of Form 1, including the name of the person you are replacing (if appropriate) and details of all your dependants forming part of your household.

## **Change of circumstances**

If your circumstances change you must fill in Form 1 and return it to DMIOU (see Section 9).

Changes you must report include:

- any change of employment circumstances
- any change of name or address
- the arrival or departure of any members of your household.

## **At the end of your appointment**

When your appointment in the UK ends you must fill in Form 1 and return it to DMIOU (see Section 9). They will forward your details to us so we can update our records.

You must send us your 'Diplomatic driving permit' (D442) and your diplomatic 'Vehicle registration document' (V117).

**You must tell us what will happen to your vehicle (see Section 5 for more details) and ensure your diplomatic number plate is returned to the Specialist Registration Team at DVLA (see Section 9).**

## Section 2

### Diplomatic vehicle registration

#### Your entitlement to purchase duty free vehicles

##### Official vehicles

- Diplomatic missions are entitled to a maximum of one official vehicle per notified diplomat.

##### Private vehicles

- Heads of mission, diplomatic agents and consular officers are entitled to register one tax or duty relieved vehicle at any one time for their personal use. They are also entitled to register one more tax or duty relieved vehicle if they have an eligible spouse or civil partner. Unmarried/common-law partners are not entitled to a tax or duty relieved vehicle.
- Administrative and technical staff and consular employees are entitled to one vehicle (registered within six months of the date of their first arrival). They are also entitled to register one more tax or duty relieved vehicle if they have an eligible spouse or civil partner (if registered within six months of the date of their first arrival). Unmarried/common-law partners are not entitled to a tax or duty relieved vehicle.
- Service staff are not entitled to register a tax or duty relieved vehicle.
- Members of international organisations may register a tax or duty relieved vehicle only if permitted by their organisation's headquarters agreement.

There are some exceptions. Please contact the DMIOU (see Section 9) for further advice.

#### What we mean by registration

As part of the diplomatic registration process you need to register your vehicle with DVLA. We give each vehicle a unique vehicle registration number that identifies it as a diplomatic vehicle. This unique diplomatic registration number identifies the embassy or international organisation.

Once your vehicle has a diplomatic registration number we will arrange for the number plates to be produced and sent to your mission or international organisation. The number plate remains the property of the Secretary of State for Transport. When we have all of the details of the vehicle and its keeper, we will issue a diplomatic 'Vehicle registration document' (V117) to confirm that the vehicle has been registered.

**Your plates must be returned to DVLA if you dispose of your vehicle during your appointment or when your appointment ends.**

**All vehicle registration number plates will be sent out separately direct from our supplier. They will be sent to the mission/international organisation or dealership.**

### **The diplomatic 'Vehicle registration document' (V117)**

The V117:

- shows the keeper's name and address
- shows the vehicle's details and registration number
- needs to be replaced if your details change
- provides a way to notify disposal (sold, exported, scrapped).

You must make sure all the details on your V117 are correct. If any of your circumstances change or the details on the diplomatic registration document are incorrect, you must return it to DVLA immediately with the changes shown. We will then send you a new registration document.

**You may have problems selling your vehicle if any of the information is wrong.**



## How to register a vehicle

What you have to do depends on whether the vehicle is new or used. In either case, the relevant paperwork should show the name of the person or mission/international organisation keeping the vehicle. If your vehicle is not eligible to be registered under the diplomatic and consular vehicle system, you will need to register it on the UK registration system.

**Please make sure you fill in all the required application forms and include required supporting documents. DVLA will be unable to complete your application and it will be rejected if any of the required information is not present.**

### Points to remember

- You must have filled in Form 1 to notify DMIOU of your appointment.
- DMIOU must have authorised your appointment before DVLA can proceed.
- You must give your full name. Do not give initials.
- Do not provide more than one person's name as the keeper.
- The vehicle must be in the UK before it is registered.
- You must specify if the vehicle needs non-standard size registration plates.

### Buying a brand new vehicle from a car dealer

If you buy a brand new vehicle from a car dealer, they will normally register the vehicle on your behalf using an 'Application for first vehicle tax and registration of a new motor vehicle' (V55/1).

## Document checklist

- ✓ V55/1 application form
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of an original or downloaded insurance certificate)
- ✓ Customs form or copy of the vehicle invoice (see Section 3).

The application and supporting documents will need to be sent to the Specialist Registration Team (see Section 9).

## Buying a brand new vehicle from outside the UK

If you buy a new unregistered vehicle from outside the UK, you will need to fill in an 'Application for first vehicle tax and registration of a new motor vehicle' (V55/4) and send us any supporting documents we ask for to confirm the vehicle's details.

## Document checklist

- ✓ V55/4 application form, which is available to order from **[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**
- ✓ Declaration of Newness (V267) which is available to download from **[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**
- ✓ Temporary Foreign Registration Document (if applicable)
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of an original or downloaded insurance certificate)
- ✓ Customs form and entry on NOVA system (NOVA 1 form) (see Section 3 for details)
- ✓ Original vehicle invoice showing the date vehicle purchased
- ✓ Evidence of type approval (see Section 4)

You will then need to send your application and supporting documents to the Specialist Registration Team (see Section 9).

## **Importing a used vehicle from outside the UK**

If you buy or import a used vehicle from outside the UK you will need to fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5) and send us any supporting documents we ask for to confirm the vehicle's details.

### **Document checklist**

- ✓ V55/5 application form, which is available to order from **[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**
- ✓ Foreign Registration Document. If this is not available contact the Specialist Registration Team for further advice (see Section 9).
- ✓ Original Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of an original or downloaded insurance certificates)
- ✓ MoT (if applicable)
- ✓ Customs form and entry on NOVA system (NOVA 1 form) (see Section 3)
- ✓ Evidence of Type Approval (see Section 4).

You will then need to send your application and supporting documents to the Specialist Registration Team (see Section 9).

### **Buying a UK registered vehicle**

You should not buy a vehicle without a vehicle registration certificate (V5C).

To register the vehicle as a diplomatic vehicle fill in an 'Application for a diplomatic registration document' (V117/1) and send it to us with the vehicle's V5C or the 'New Keeper's Details' (V5C/2).

## **Document checklist**

- ✓ V117/1
- ✓ Vehicle registration certificate (V5C) or a filled in V5C/2
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of downloaded insurance certificates)
- ✓ MoT (if applicable).

You will then need to send your application and supporting documents to the Specialist Registration Team (see Section 9).

## **After you have sent your application**

- We will register the vehicle and give it a diplomatic registration number.
- We will send you a V117 diplomatic registration document.
- Our number plate supplier will provide diplomatic number plates for the vehicle.

## **Applying for a duplicate diplomatic registration document (V117)**

If your V117 is lost, destroyed or damaged, you must apply for a duplicate. To do this you will need to fill in an 'Application for a diplomatic registration document' (V117/1) (see Section 8).

## Section 3

### VAT/duty/customs

#### Imported vehicles

All imported vehicles being registered using a V55/4 or V55/5 (see Section 2) must be registered on the Notification of Vehicle Arrival (NOVA) system before the vehicle application is sent to DVLA. To arrange this you must complete a 'VAT NOVA 1' form, available to download on the Protocol website:

**<http://protocol.fco.gov.uk/>**

Once complete, this must be sent onto HMRC to process (see Section 9 for HMRC contact details if you have any queries).

#### VAT/duty/customs exemption

Vehicles used for diplomatic purposes may be eligible to be purchased or imported free of VAT/duty (see Section 2). This exception is only valid as long as the vehicle is registered and being used as a diplomatic vehicle. All vehicles require customs clearance if they are to be registered without the payment of VAT/duty.

The main customs forms used are:

- C426: for imported vehicles (new and used) from outside the European Union (EU) or European Free Trade Association (EFTA)
- C428: for new EU or EFTA origin vehicles purchased inside the UK
- Form 7 new UK assembled vehicles purchased in the UK.

These forms are available to download on the Protocol website:

**<http://protocol.fco.gov.uk/>**

When submitting an application to DVLA you must ensure that one of the above forms is included with your application. It must be completed and authorised by DMIOU.

## **What if I have paid the VAT/duty?**

You will need to provide an invoice showing 'VAT/duty paid' (for vehicles purchased in UK only).

### **Form 5**

Form 5 is an application to dispose of vehicles imported/purchased VAT/duty free under privilege. It must be completed when a vehicle is being disposed of within the UK and there is VAT/duty to be paid on the vehicle.

VAT/duty is to be paid:

- if the vehicle has been written off or scrapped
- if the vehicle has been stolen and recovered
- if the vehicle is to be sold or transferred outside of the diplomatic community.

The completed Form 5 should be sent to DMIOU, Protocol Directorate. Once endorsed by the FCO and HMRC, this form, along with receipt for payment of VAT/duty and relevant vehicle documents, should be sent to the Specialist Registrations Team.

### **Form 6**

Form 6 should be used for:

- duty and VAT paid vehicles that are sold, scrapped or exported
- vehicle purchased or imported under privilege and sold to another privileged person
- vehicles purchased or imported under privilege and exported.

Once you have completed Form 6 you must ensure it has been authorised and stamped by DMIOU before submitting to DVLA to process.

## Section 4

### **Type approval**

The purpose of the vehicle type approval scheme is to ensure that vehicles have been designed and constructed to meet suitable environmental and safety standards before they can be used on the roads in the UK.

### **Where can I get type approval?**

- EC Certificate of Conformity – from the manufacturer, or
- Individual Vehicle Approval (IVA) Certificate – a pre-registration test carried out by the Driver and Vehicle Standards Agency (DVSA) or the Driver and Vehicle Agency Testing (DVAT) for cars and light goods vehicles that have not been type approved to British or European standards.

For details on the IVA test please contact DVSA or DVAT (see Section 9).

### **If you can't get type approval**

If you can't get type approval, DVLA will register the vehicle providing it will be exported once your appointment has ended. You will not be able to sell the vehicle in the UK without type approval. If you get type approval in the future, contact the Specialist Registration Team (see Section 9) for further guidance.

## Section 5

### De-registering your diplomatic vehicle

If the vehicle is no longer being used as a diplomatic vehicle, or if your appointment has ended, you must tell DVLA if the vehicle has been:

- sold to another diplomatic
- registered with UK plates
- sold outside the diplomatic community
- exported
- written off or scrapped
- stolen.

#### **What to do if you sell your vehicle within the diplomatic community**

You will need to apply to transfer the registration details to another person within the diplomatic community (who is entitled to register a vehicle under the diplomatic scheme). We will issue a new diplomatic registration number for that vehicle. You should apply using a V117/1 and enclose the vehicle's current V117 registration document with supporting documents.

#### **Document checklist**

- ✓ V117/1
- ✓ V117 registration document
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of an original or downloaded insurance certificates)
- ✓ MoT (if applicable)
- ✓ Form 6.

#### **What to do if you want to register your vehicle with UK plates**

You will need to fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5). There is a first registration fee payable unless the vehicle was registered in the UK prior to becoming a diplomatic vehicle.



## Document checklist

- ✓ V55/5 application form
- ✓ Diplomatic registration document (V117)
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of original or downloaded insurance certificates)
- ✓ MoT (if applicable)
- ✓ Vehicle tax payment – see V149 on **[www.gov.uk/vehicle-tax-rate-tables](http://www.gov.uk/vehicle-tax-rate-tables)**
- ✓ First registration fee (£55 if applicable)
- ✓ Form 5 (if VAT/duty needs to be paid)
- ✓ Form 6 (if VAT/duty has been paid)
- ✓ Diplomatic number plates
- ✓ Type approval (if applicable)

You will need to send your application and supporting documents to the Specialist Registration Team at DVLA (see Section 9). A vehicle registration certificate (V5C) will be sent to you.

## What to do if you sell your vehicle outside the diplomatic community

If you sell your vehicle you must tell us the date of sale immediately. You will be the registered keeper of the vehicle until you have told us you have sold it.

You must apply to have the vehicle registered with UK number plates in the new keeper's name.

## Document checklist

- ✓ V55/5 application form
- ✓ Diplomatic registration document (V117)
- ✓ Insurance certificate or cover note (downloaded insurance certificates will be accepted, as will faxed copies of original or downloaded insurance certificates)
- ✓ MoT (if applicable)
- ✓ Vehicle tax payment – see V149 on **[www.gov.uk/vehicle-tax-rate-tables](http://www.gov.uk/vehicle-tax-rate-tables)**
- ✓ First registration fee (£55 if applicable)
- ✓ Form 5 (if VAT/duty needs to be paid)
- ✓ Form 6 (if VAT/duty has been paid)

- ✓ Diplomatic number plates
- ✓ Proof of name and address – see V355/5 for a list of acceptable identity documents which is available from [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)

You will need to send your application and supporting documents to the Specialist Registration Team at DVLA (see Section 9).

### **What to do if you export your vehicle**

You can export your vehicle at any time without paying any customs charges. The vehicle must be in your name at the time of export.

To export your vehicle you must send us:

- the filled in export section of the V117
- a filled in Form 6
- the diplomatic plates.

If you don't do this, the vehicle will stay registered in your name and may affect your mission or international organisation in the future.

You cannot use your diplomatic plates outside of the UK.

We will send you a 'Certificate of Permanent Export' (V561) which can be used to register the vehicle in another country.

### **What to do if your vehicle is written off or scrapped**

The V117 has a section for you to notify us if the vehicle has been written off or scrapped. You must send the Specialist Registration Team:

- the number plates
- any documents relating to the vehicle
- Form 5 (if VAT/duty needs to be paid)
- Form 6 (if VAT/duty has been paid)
- a covering letter with the date, name and address of the scrap yard.

If you do not tell us that the vehicle has been scrapped, the vehicle will still be registered in your name and this may affect your mission or international organisation in the future.

**You must scrap your vehicle at an Authorised Treatment Facility (ATF). To find the nearest ATF go to:  
[www.gov.uk/scrapped-and-written-off-vehicles](http://www.gov.uk/scrapped-and-written-off-vehicles)**

## **What to do if your vehicle is stolen**

You should first report the theft of the vehicle at a police station and get a crime reference number. You should then contact the Specialist Registration Team (see Section 9). You must return the V117 registration document to us. You will need to tell us the crime reference number and the name of the police station where you reported the theft.

If the vehicle is recovered, and if it is no longer a diplomatic vehicle then the vehicle will need to be de-registered.

## **Section 6**

### **Registering a vehicle with a ‘flag’ number**

All embassies and high commissions are entitled to have one official car (usually the Ambassador’s or High Commissioner’s official car) that has a ‘flag number’ rather than a diplomatic registration number. Flag numbers can only be used on an official car and must be approved by DVLA and DMIOU first.

#### **Transferring or keeping your flag number**

If you have a flag number that you need to take off a vehicle:

- you can transfer the flag number to another vehicle
- if you do not have a vehicle to transfer the flag number onto, you can apply to retain the flag number, which will keep it ‘on hold’ until you can put it on a new vehicle.

You can do both by filling in an ‘Application to transfer or retain a vehicle registration number’ (V317).

You will need to let the Specialist Registration Team (see Section 9) know what will or has happened to the vehicle that currently holds the flag number. It will need to be re-registered.

# Section 7

## Diplomatic driving permits

DVLA issues diplomatic driving permits (D442) to diplomats and consular officials who want to drive on the UK roads without having to exchange a foreign licence for a UK driving licence.

The diplomatic driving permit is issued as a concession and is **not** a UK driving licence. Driving permits are valid for five years and you must ensure you have a valid foreign licence (e.g. licence issued from originating country) when driving on UK roads.

### Applying for or replacing a diplomatic driving permit

To apply for a diplomatic driving permit you must fill in an 'Application for a diplomatic driving permit' (D442/1) and send us your foreign driving licence with an English translation if required.

You can use the D442/1 to:

- apply for your first permit
- apply for a replacement if your permit has been lost, stolen, damaged or destroyed
- renew a permit that has expired or is no longer valid.

### Document checklist

- ✓ D442/1
- ✓ Valid foreign driving licence (original or photocopy of front and back)
- ✓ Valid International Driving Permit (original or photocopy of front and back)
- ✓ Translation (if needed).

You will then need to send your application and supporting documents to the Specialist Registration Team at DVLA (see Section 9). Your diplomatic driving permit will be issued and your foreign driving licence will be returned.

## **Your health**

You must fill in the health and eyesight questions on the D442/1.

## **How to change your details on your diplomatic driving permit**

If you change your name or address you must tell us and apply to have the details on your driving permit changed. You do this by filling in the 'Changes' section on the D442 driving permit.

## **Penalty points**

If you are convicted of a motoring offence, the court or DVLA can put any endorsements you receive on your driving permit.

## **Driving in the UK when your appointment has ended**

If you want to be able to drive in the UK after your appointment ends, you must observe the UK's driver licensing laws. For more information go to **[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)**

**Driving permits are not valid following termination of your appointment and must be returned to the Specialist Registration Team (see section 9).**

# Section 8

## DVLA forms and leaflets

The following is a list of forms and leaflets that are used for diplomatic driving permits and vehicle registration, and other useful DVLA forms.

### Registration

- \*V117/1 Application for a diplomatic registration document
- \*\*V55/4 Application for first vehicle tax and registration of a new motor vehicle
- \*\*V55/5 Application for first vehicle tax and registration of a used motor vehicle
- \*\*\*V317 Application to transfer or retain a vehicle registration number
- \*\*\*V355/4 Guide to filling in the 'Application for first vehicle tax and registration of a new vehicle' (V55/4)
- \*\*\*V355/5 Guide to filling in the 'Application for first vehicle tax and registration for a used motor' (V55/5)

### Driver

- \*D442/1 Application for a diplomatic driving permit

### Key:

- \* These are available to download from the Protocol website <http://protocol.fco.gov.uk/>
- \*\* These are available to order from:  
**[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**
- \*\*\* These are available to download from:  
**[www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)**

### When filling in application forms, remember:

- write clearly in CAPITAL letters using black ink
- fill in all sections and provide any documents we ask for.

# Section 9

## Contact details

### **Specialist Registration Team, DVLA**

Swansea  
SA99 1DR  
Email: [dac@dvla.gsi.gov.uk](mailto:dac@dvla.gsi.gov.uk)  
Phone: 0300 123 1347

### **Diplomatic Missions & International Organisations Unit**

Protocol Directorate  
Foreign & Commonwealth Office  
Room KG.01  
King Charles Street  
London  
SW1A 2AH  
<http://protocol.fco.gov.uk/>

### **Parliamentary and Diplomatic Protection**

Metropolitan Police Service  
Apex House  
William IV Street  
London  
WC2N 4DL  
Control Room: 0208 721 7979  
(24 hours)

### **Vehicle Certification Agency (VCA) Headquarters**

No.1 The Eastgate Office Centre  
Eastgate Road  
Bristol  
BS5 6XX  
Phone: 0300 330 5797  
[www.gov.uk/VCA](http://www.gov.uk/VCA)

### **Driver and Vehicle Standards Agency (DVSA)**

Phone: 0300 123 9000  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

### **Driver and Vehicle Agency Testing (DVAT)**

Phone: 0845 601 4094  
[www.dvani.gov.uk](http://www.dvani.gov.uk)

### **Her Majesty Revenue & Customs (HMRC)**

Personal Transport Unit  
Phone: 01304 664171  
[www.gov.uk/hmrc](http://www.gov.uk/hmrc)

### **When contacting us, remember:**

- If you are contacting us about your vehicle, give us your vehicle's registration number or chassis number.
- If you are contacting us about a driver permit, give us your surname or date of birth.

## Buying a vehicle?

*The tax is no longer transferable so you must tax it before you use it.*

**[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)**

