



Driver & Vehicle
Licensing
Agency

INF267
Vehicle Services

Diplomatic and consular vehicle registrations and driving permits



Specialist Registration Team
DVLA
Swansea
SA99 1DR



INVESTORS IN PEOPLE™
We invest in people Gold

Contents

1 Appointments

New appointments	5
Change of circumstances	6
At the end of your appointment	6

2 Diplomatic vehicle registration

Your entitlement to purchase duty free vehicles	7
What we mean by registration	8
The diplomatic 'Vehicle registration document' (V117)	8
How to register a vehicle	9
Buying a brand new vehicle from a car dealer	9
Buying a brand new vehicle from outside the UK	10
Importing a used vehicle from outside the UK	11
Buying a UK registered vehicle	11
Applying for a duplicate diplomatic registration document (V117)	12

3 VAT, duty or customs

Imported vehicles	13
VAT, duty or customs exemption	13
What if I have paid the VAT or duty?	14
Form 5	14
Form 6	14

4 Type approval

Where can I get type approval?	15
--------------------------------	----

5	De-registering your diplomatic vehicle	
	What to do if you sell your vehicle within the diplomatic community	16
	What to do if you want to register your vehicle with UK plates	16
	What to do if you sell your vehicle outside the diplomatic community	17
	What to do if you export your vehicle	18
	What to do if your vehicle is written off or scrapped	18
	What to do if your vehicle is stolen	19
6	Registering a vehicle with a ‘flag’ number	
	Transferring or keeping your flag number	19
7	Diplomatic driving permits	
	Applying for or replacing a diplomatic driving permit	20
	How to change your details on your diplomatic driving permit	21
	Penalty points	21
	Driving in the UK when your appointment has ended	21
8	DVLA forms and leaflets	
	Vehicle registration	22
	Driving	22
9	Contact details	23

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).

Foreign, Commonwealth & Development Office (FCDO) 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

New appointments

Your mission or international organisation must notify Diplomatic Missions and International Organisations Unit (DMIOU) in Protocol Directorate at the FCDO as soon as possible after your arrival or appointment. We will not process applications for a vehicle registration or a driving permit under the diplomatic scheme unless DMIOU has been notified.

Step-by-step guide to reporting your appointment

1. Arrival forms can be found on the Protocol website at <http://protocol.fcdo.gov.uk/>
2. Use Form 1 for embassy or high commission staff, staff of international organisations or consulate staff.
3. You or your admin or protocol section will need to fill in Form 1 and return it by email to DMIOU.
4. Once approved by DMIOU, submit your application to DVLA for our records to be updated.

Any queries, please contact DMIOU (see Section 9).

Important points

It is important to understand that:

- we will not be able to register any vehicle or issue a driving permit until your arrival or appointment has been registered with DMIOU
- you can only register a vehicle or apply for a driving permit if you have been registered with DMIOU as, a diplomatic agent, a member of your mission's administrative and technical staff, a consular officer, or a consular employee – this excludes honorary consuls as the privileges do not extend to them
- service staff are not entitled to register a vehicle, but may apply for a diplomatic 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).

You must send DVLA 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 plates are returned to the Specialist Registration Team at DVLA (see Section 9).

Section 2

Diplomatic vehicle registration

Your entitlement to register and purchase duty free vehicles

Official vehicles

Diplomatic and consular missions are entitled to a maximum of one official diplomatic registered vehicle per notified diplomatic agent or consular officer.

Diplomatic and consular missions may purchase or import a vehicle, tax or duty relieved, at any time. Vehicles purchased or imported tax or duty relieved must be registered as diplomatic, no later than one month after purchase or importation.

Private vehicles

Diplomatic agents and consular officers are entitled to register one vehicle as diplomatic, at any one time for their personal use. They are also entitled to register one more vehicle as diplomatic if they have an eligible spouse or civil partner. Unmarried or common-law partners are not entitled to a diplomatic vehicle unless they are from a country with which an exceptional agreement is in place.

Diplomatic agents and consular officers may purchase or import a vehicle, tax or duty relieved, at any time during their appointment. Administrative and technical staff and consular employees are entitled to purchase or import a vehicle, tax or duty relieved, only within 6 months of the date of their first arrival. Vehicles purchased or imported, tax or duty relieved, must be registered as diplomatic and no later than one month after purchase or importation.

Service staff are not entitled to import or purchase a tax or duty relieved vehicle, nor register a vehicle as diplomatic.

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 diplomatic mission 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 plates remain 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 number 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 or 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 the mission or 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

Please remember that:

- you must have filled in Form 1 to notify DMIOU of your appointment
- DMIOU must have registered your appointment before DVLA can proceed
- you must give your full name – do not give initials
- you should not provide more than one person's name as the keeper
- the vehicle must be in the UK before it is registered
- you must state 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 (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted)
- ✓ customs form or copy of the vehicle invoice (see Section 3)

Send the application and supporting documents 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 must 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 download from **www.gov.uk/dvlaforms**
- ✓ Declaration of Newness (V267) which is available to download from **www.gov.uk/dvlaforms**
- ✓ Temporary Foreign Registration Document (if applicable)
- ✓ insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted)
- ✓ customs form and entry on NOVA (Notification of Vehicle Arrival) system (NOVA 1 form) (see Section 3 for details)
- ✓ original vehicle invoice showing the date the vehicle was purchased
- ✓ evidence of type approval if applicable (see Section 4)

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 must 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 download from **www.gov.uk/dvlaforms**
- ✓ Foreign Registration Document
- ✓ original insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted)
- ✓ proof of a valid MOT if applicable (electronic copies are acceptable)
- ✓ customs form and entry on NOVA (Notification of Vehicle Arrival) system (NOVA 1 form) (see Section 3)
- ✓ evidence of type approval if applicable (see Section 4)

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 V5C registration certificate.

To register the vehicle as a diplomatic vehicle, fill in an 'Application for a diplomatic vehicle registration document' (V117/1) and send it to us with the vehicle's V5C or the green new keeper slip.

Document checklist

- ✓ V117/1
- ✓ V5C registration certificate or green new keeper slip
- ✓ insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted)
- ✓ proof of a valid MOT if applicable (electronic copies are acceptable)

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 vehicle registration document
- our number plate supplier will provide diplomatic number plates for the vehicle

Applying for a duplicate diplomatic vehicle registration document (V117)

If your V117 is lost, destroyed or damaged, you must apply for a duplicate. Fill in an 'Application for a diplomatic vehicle registration document' (V117/1) (see Section 8).

Section 3

VAT, duty or 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.fcdo.gov.uk>

Once complete, send to HM Revenue and Customs (HMRC) to process (see Section 9 for HMRC contact details if you have any queries).

VAT, duty or customs exemption

Vehicles used for diplomatic purposes may be eligible to be purchased or imported free of VAT or 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 or duty.

The main customs forms used are:

- C426: for imported vehicles (new and used) from within or 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.fcdo.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 or duty?

Provide an invoice showing 'VAT or duty paid' (for vehicles purchased in UK only).

Form 5

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

VAT or duty is to be paid if the vehicle:

- has been written off or scrapped
- has been stolen and recovered
- 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 FCDO and HMRC, this form, along with relevant vehicle documents, should be sent to the Specialist Registration Team. Form 5 must be stamped by HMRC (without this, your application will be rejected).

Form 6

Form 6 should be used for:

- duty and VAT paid vehicles that are sold, scrapped or exported
- vehicles 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. If you make a decision to sell your vehicle in the UK, ensure type approval is provided when notifying DVLA of the sale.

Where can I get type approval?

You can get type approval from:

- a Certificate of Conformity – from the manufacturer
- an 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 (DVA) 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 DVA (see Section 9).

If you cannot get type approval

If you cannot 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. Provide type approval to DVLA when notifying us that you are disposing of the vehicle.

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 diplomat
- kept as a non-diplomatic vehicle and needs to be registered with UK plates
- sold outside the diplomatic community and needs to be registered with UK plates
- exported
- written off or scrapped
- stolen

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

Apply to transfer the registration details to another person or mission 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 include the vehicle's current V117 diplomatic vehicle registration document with supporting documents.

Document checklist

- ✓ V117/1
- ✓ V117 diplomatic vehicle registration document
- ✓ proof of a valid MOT if applicable (electronic copies are acceptable)
- ✓ Form 6
- ✓ insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted) is required for vehicles registered with a Northern Ireland address

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

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 vehicle registration document (V117)
- ✓ insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted) is required for vehicles registered with a Northern Ireland address
- ✓ proof of a valid MOT if applicable (electronic copies are acceptable)
- ✓ vehicle tax payment – see V149 on **www.gov.uk/vehicle-tax-rate-tables**
- ✓ first registration fee (£55 if applicable)
- ✓ Form 5 (if VAT or duty needs to be paid)
- ✓ Form 6 (if VAT or duty has been paid)
- ✓ diplomatic number plates
- ✓ type approval (if applicable)

Send your application and supporting documents to the Specialist Registration Team at DVLA. All payments must be made by cheque or postal order, payable to DVLA. We cannot accept damaged or altered cheques.

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 and responsible for 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. If type approval was not provided originally, it will be required at this stage.

Document checklist

- ✓ V55/5 application form
- ✓ diplomatic vehicle registration document (V117)
- ✓ insurance certificate (in the name of the registered keeper) or cover note (downloaded insurance certificates will be accepted) is required for vehicles registered with a Northern Ireland address
- ✓ proof of a valid MOT if applicable (electronic copies are acceptable)
- ✓ vehicle tax payment – see V149 on **www.gov.uk/vehicle-tax-rate-tables**
- ✓ first registration fee (£55 if applicable)
- ✓ Form 5 (if VAT or duty needs to be paid)

- ✓ Form 6 (if VAT or 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

Send your application and supporting documents to the Specialist Registration Team at DVLA. All payments must be made by cheque or postal order, payable to DVLA. We cannot accept damaged or altered cheques.

What to do if you export your vehicle

You can export your vehicle at any time (while in the UK) 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 (stamped and approved by DMIOU)
- the diplomatic plates

If you do not 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 the UK.

We will send you a 'Confirmation of vehicle information' (CVI, V1003) which can be used to register the vehicle in another country. You may experience issues registering your vehicle abroad without a CVI.

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 or duty needs to be paid)
- Form 6 (if VAT or duty has been paid)
- a covering letter with the date, name and address of the scrap yard
- Certificate of Destruction (CoD) from the Authorised Treatment Facility (ATF)

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) and get a Certificate of Destruction (CoD)

What to do if your vehicle is stolen

Report the theft of the vehicle with the police and get a crime reference number. Then contact the Specialist Registration Team (see Section 9). You must return the V117 vehicle registration document to us. Tell us the crime reference number and the name of the police station where you reported the theft.

If the vehicle is recovered, and it is intended for continued use as a diplomatic vehicle, it must be re-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 keep a vehicle registration number and put it on another vehicle’ (V317). In this case, the V317 fee is not required.

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. Diplomatic driving permits are valid for 5 years and you must ensure you have a valid foreign licence (for example, a licence issued from originating country) when driving on UK roads.

You will not need a diplomatic driving permit if you have an EU driving licence.

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 needed.

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 (photocopy of front and back)
- ✓ valid International Driving Permit (photocopy of front and back)
- ✓ translation (only needed for non-EU and languages other than English)

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 diplomatic driving permit changed. You can do this by filling in the 'Changes' section on the D442 driving permit.

Penalty points

Diplomatic driving permits may be endorsed with penalty points if you commit a motoring offence. Accrual of endorsements may result in punitive actions being considered by your mission or DMIOU.

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 apply for a UK driving licence. For more information go to: www.gov.uk/apply-first-provisional-driving-licence

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.

Vehicle registration

- *V117/1 Application for a diplomatic vehicle 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 keep a vehicle registration number and put it on another vehicle (V317)
- **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)

Driving

- *D442/1 Application for a diplomatic driving permit

Key:

- * These are available to download from the Protocol website
<http://protocol.fcdo.gov.uk/>
- ** These are available to download or order from:
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.gov.uk
Phone: 0300 123 1347

Diplomatic Missions & International Organisations Unit

Protocol Directorate
Foreign, Commonwealth & Development Office
Room WH2.146
King Charles Street
London
SW1A 2AH
<http://protocol.fcdo.gov.uk/>
Email: protocol.enquiries@fcdo.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

Driver and Vehicle Standards Agency (DVSA)

Phone: 0300 123 9000
www.gov.uk/dvsa

Driver and Vehicle Agency (DVA)

Phone: 0845 601 4094
www.dvani.gov.uk

HM Revenue & Customs (HMRC)

Personal Transport Unit
Phone: 0300 322 7071
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 diplomatic driver permit, give us your surname or date of birth

**Keep up to date
with our latest news
and services.**

[gov.uk/dvla](https://www.gov.uk/dvla)