APPLYING FOR A PROVISIONAL LICENCE

The DVLA (Driver & Vehicle Licensing Agency) handle the applications.

The applicant must be a resident of Great Britain and meet the minimum age and eyesight requirements (be able to read a new style number plate from 20m and an old style one from 20.5m).

The licence is valid from the driver’s 17th birthday; however, they may apply up to 3 months before they are 17 (still unable to take a theory test until they are actually 17).

You are able to apply for a provisional licence at 16 if the licence is to ride a moped (with an engine size of up to 50cc and a max speed of 50 km/h).

APPLYING BY POST:

Use Form D1 – you can get one from either the Post Office or request online via the DVLA Form Ordering Service: https://www.dvla.gov.uk/dvla/onlineservices/order_forms

Completion of this form includes telling the DVLA:

• About any pre or existing medical conditions that may affect the applicants driving
• About any convictions they may have for breaking rules (motoring or otherwise)
• Confirming applicants identity*
• Sending a colour photo (passport size)

The photo needs to be certified if not using a passport to confirm identity. The person signing the back of the photo must also complete section 6 of the D1 form.

Those eligible to sign include: Doctor, Teacher, MP, Local business person/Shop keeper, Police Officer, Bank Officer, Librarian...etc. The person signing must have known the applicant for a minimum of 2 years.

IDENTITY CONFIRMATION:

• The applicant needs to have a UK passport or another form of ID
• Be able to provide addresses of where they have lived over the last 3 years

Only original documents are required, as the DVLA will not accept photocopies.

Do not send in a passport if it may be needed within the next month.

• If using one of the newer UK digital passports (i.e. the photo and signature are on the same page) the DVLA can confirm identity automatically, so will not require original documents to be submitted. Simply enter the 9 digit passport number on the D1 form and sign.
• Using one of the older UK non-digital passports will mean that the original document will have to be submitted. (The DVLA will usually return your documents within 10 working days, separately from your licence, by first class post).
• Other forms of ID that are acceptable include: a National ID Card issued by a member state of the European Community (EC)/European Economic Area (EEA) or a Biometric Residence Permit (formerly know as the ID Card for foreign nationals) or a UK Certificate of Naturalisation.

If you don’t want to send your passport you can send a UK Birth/Adoption Certificate with your National Insurance Card instead.

PREMIUM CHECKING SERVICE:

The Post Office will check the application after verifying your identity (take copies of the original documents) & send it to the DVLA. It costs £4.00 and means you may not have to send original documents away.
740 branches of the Post Office offer this service. To find the one nearest to you go to: www.postoffice.co.uk (look under counter services/UK driving licences).

**FEE:**
For a first provisional driving licence the fee is £50.00 (as of going to print Oct 2012). Cheques/postal orders made payable to DVLA Swansea (do not post date your cheque). Write your full name and address and driver’s date of birth on the back.

**SEND:**
The completed form, identity documents, passport photograph and fee to DVLA, Swansea, SA99 1AD.

**APPLICATION DURATION:**
This can take up to 3 weeks – a person must not drive until they have received their licence.

**APPLYING ONLINE:**
www.gov.uk/apply-first-provisional-driving-licence

- Register personal details in order to receive a Government Gateway User ID. No online applications can be made until the applicant has one of these.
- Complete the form online: If you hold a UK digital passport you can just fill in the 9 digit passport number.

The same photo from your passport will be used for your licence. If you do not want the same photo or do not have a digital passport you will need to send a photo by post – a completion form will be available at the end of the online application to do this.

**APPLICATION DURATION:**
This can take up to 10 working days. A person must not drive until they have received their licence.

**REPLACEMENT COST:**
If you lose a licence the replacement fee is £20.00.

The counterpart should be kept somewhere safe. It is needed for both theory & practical tests and extremely important post passing the test.

A Photocard Provisional Licence and the Counterpart Section