



Your legal obligations as a number plate supplier.

1 Sales records

You must keep records of number plate sales for three years and show them upon request to the police, Driver and Vehicle Licensing Agency (DVLA), Driver and Vehicle Standards Agency (DVSA), and Trading Standards enforcement officers if they ask to see them. They are able to enter premises of registered suppliers at any reasonable time without giving notice.

Your records must show the following information:

- the registration number of the plate being sold
- the customer's name, address and their entitlement to the number plate
- a number which we can use to trace the customer and is taken from **original documents**, the number would be:
 - a driver licence number and the document reference number shown in section 1 of the registration certificate (V5C)
 - if only the new keeper supplement (V5C/2) is available, the reference number is in the bottom left-hand corner of that document, or
 - in the case of plates fitted by a repairer an insurer has appointed, the insurer's reference and policy numbers
 - in the case of a lease or hire company including a fleet operator, the document number quoted on the View Vehicle Record (VVR), where the V5C has been suppressed.

(A sample template is provided on the last page of this form, but you can provide the information in any format you choose.)

2 Number Plate Authorisation Certificate (V948/eV948)

The V948/eV948 is a temporary authorisation certificate which gives the holder authority to obtain number plates. It is issued by us and DVSA, and is used in limited circumstances. The V948 is valid for **30 working days** from the date of issue and the eV948 is valid for 3 working days. The certificate is given an official stamp of authenticity, which includes the date and individual numbers which can be traced back. You need to record these details as confirmation that you have seen a V948/eV948 to get number plates.

3 View Vehicle Record

The VVR is issued as a temporary authorisation certificate which gives the holder the authority to obtain number plates. It is available to leasing or hire companies including fleet operators in lieu of the registration certificate (V5C) and is valid for 3 working days. Only VVRs annotated with a DVLA document reference number are acceptable.

4 Acceptable documents

You must check and record document reference numbers, from **original documents**, to confirm the customer's identity, address and entitlement to the registration number you are supplying. You must check and record details from at least one document from each list below. You should make sure the documents can confirm the name, address and entitlement.

Documents to confirm identity	Documents to confirm entitlement to the registration number
<ul style="list-style-type: none"> • A driving licence, with or without a photo (whether or not it was issued in the United Kingdom) 	<ul style="list-style-type: none"> • Registration Certificate (V5C)
<ul style="list-style-type: none"> • A bill from an electricity, gas or water supplier, a landline phone bill, a council tax bill or rates bill in Northern Ireland (issued within the last six months) 	<ul style="list-style-type: none"> • The New Keeper Supplement (V5C/2)
<ul style="list-style-type: none"> • A bank or building society statement (issued within the last six months) 	<ul style="list-style-type: none"> • A Certificate of Entitlement (V750)
<ul style="list-style-type: none"> • A passport (whether or not it was issued in the United Kingdom) 	<ul style="list-style-type: none"> • A Retention Document (V778)
<ul style="list-style-type: none"> • A national identity card issued by the government of a state or of a territory (other than the United Kingdom) 	<ul style="list-style-type: none"> • Reminder to get vehicle tax or make a SORN (V11)
<ul style="list-style-type: none"> • A debit card or credit card (issued by a bank or building society) 	<ul style="list-style-type: none"> • A Temporary Registration Certificate (V379)
<ul style="list-style-type: none"> • A police warrant card 	<ul style="list-style-type: none"> • A Number Plate Authorisation Certificate (V948/EV948) with an official DVLA/DVSA stamp
<ul style="list-style-type: none"> • An armed forces identity card 	<ul style="list-style-type: none"> • A letter of authorisation from a lease or hire company, including a fleet operator. The letter must quote the document reference number from the V5C
	<ul style="list-style-type: none"> • Record of the insurer's name, reference and policy numbers (for repairs approved by an insurance company)
	<ul style="list-style-type: none"> • A View Vehicle Record (VVR) from a lease or hire company, including fleet operators, which must quote a DVLA document reference number, where the V5C has been suppressed.

If you have any enquiries regarding the scheme you can check our website:

www.gov.uk/number-plate-supplier or by phoning us on 0300 123 0797.

5 Used vehicle dealers

Dealers who are registered as number plate suppliers and sell used vehicles with new number plates fitted have to keep a record of:

- the 11 digit document reference number shown in section 1 of the V5C
- the date the number plate was replaced, and
- the registration number of the vehicle

(This only applies to refitting plates, not selling replacement plates. In this case, suppliers must check a customer's ID and their entitlement to the registration number.)

6 Plates fitted after insurance claims

If you are a body repairer and you have fitted plates to a vehicle an insurer has referred to you, the V5C might not be available. In this case you can keep a record of the insurer's reference and policy numbers instead, together with proof of identity of the customer.

7 General points

- The person buying a number plate does not have to be the registered keeper. Someone can buy a number plate for another person. However, they must provide their proof of identity document together with the entitlement document.
- If you supply complete plates or parts of plates to other suppliers for them to sell on, you need to satisfy yourself that the business and outlets you are supplying are registered. You should keep a record of the supplier's registration number. The supplier fitting the final number plate is responsible for checking ID, proof of entitlement and keeping records of sales.
- If you do not keep proper records you are breaking the law under section 24 of the Vehicles (Crime) Act 2001 and you could be fined up to £1000.
- Please make sure you dispose of unwanted number plates correctly and securely so they cannot be used illegally. Ideally you should cut them into at least four pieces with none of the pieces showing over half of the registration number.
- Details of the names and addresses of registered suppliers can be found on our website www.gov.uk/number-plate-supplier

8 Non-compliant number plates

It is already an offence for motorists to display non-compliant number plates on their vehicles.

From 1 November 2008 it became an offence to supply number plates that do not keep to the Road Vehicles (Display of Registration Marks) Regulations 2001 and the British Standard. This offence applies throughout the UK and you could be fined up to £2500, suspended from the register for up to five years, or both.

The offence only applies to plates with a vehicle registration number issued by DVLA. It does not apply to plates without a registration number. For example, it will still be possible for car dealers to make plates showing the model of a car for use on a car in a showroom. These plates are not number plates in law and are outside the scope of the offence. It will be illegal to supply plates with the registration number mis-spaced to look like a name of an individual, using non-standard font or colour, or with a slogan or message printed on them.

Information about the display of registration numbers is given in the booklet 'Vehicle registration numbers and number plates' (INF104), which is available from www.gov.uk/displaying-number-plates

9 Foreign number plates

The registration scheme does not apply to foreign number plates. However, you should make sure foreign plates are not for vehicles registered in the UK. To guard against fraud, you should ask for a document showing what vehicle the plates are for and, where possible, record a document number noted on the document.

10 How long registration lasts

Your registration will last as long as you supply number plates as part of a business.

Your registration will end if you stop trading as a number plate supplier. In this case you must tell us within 28 days.

A magistrates' court can suspend a business from trading for up to five years. When the suspension ends we will start your registration again. Before doing this we will write to ask you whether you will be trading as a number plate supplier.

11 Change of registration details

You must tell us if you change your business name or address.

When your company changes from a limited company, a partnership or a sole trader to another, by law this may be classed as a new company and we will charge a fee.

To tell us about changes to your registration details you must fill in the 'changes' section on Register of Number Plate Suppliers Acknowledgement Letter (V942) and send the letter to:

DVLA

The Register of Number Plate Suppliers

Swansea

SA99 1DB

Alternatively you can contact us by email to: rnp@dvla.gsi.gov.uk

By law you must write to tell us when company details change.

Warning – Using DVLA's name or logos (except where correctly describing or identifying services provided by us) when not authorised to do so could be an offence, and we can take legal action without giving notice.

12 Enforcement

In addition to the police and Trading Standards, representatives of the Secretary of State can enter premises of registered number plate suppliers without a warrant, at any reasonable time, to inspect number plates on the premises. They can inspect and take copies of or seize any of the records held.

DVLA have a team of enforcement officers who visit suppliers' premises. They can answer questions and offer advice to help you keep to relevant laws. However, if they think that it is necessary they will investigate you and may proceed with a prosecution. If you are convicted of not keeping to the registration scheme, a magistrates' court may either fine you, suspend you from selling number plates, or both.

Buying a vehicle?

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

www.gov.uk/vehicletaxrules

Sample template of a sales records

You must make sure that the **original** documents you see can confirm your customer's name, address and entitlement to the registration number.

Your company name

Supplier identity number (SID)

Vehicle registration number

Customer's name and address

Proof of identity provided

- Driving licence, with or without a photo (whether or not issued in the United Kingdom)
- Electricity, gas, water, landline phone, council tax bill or rates bill in Northern Ireland (issued within the last six months)
- Bank or building society statement (issued within the last six months)
- Passport (whether or not it was issued in the United Kingdom)
- National identity card issued by the government of a state or of a territory (other than the United Kingdom)
- Debit or credit card issued by a bank or building society
- A police warrant card
- An armed forces identity card

Proof of entitlement provided

- Registration Certificate (V5C)
- New Keeper Supplement (V5C/2)
- Certificate of Entitlement (V750)
- Retention Document (V778)
- Renewal reminder for vehicle tax/SORN (V11)
- Temporary Registration Certificate (V379)
- Number Plate Authorisation Certificate (V948/eV948) with official DVLA/DVSA stamp
- A letter of authorisation from lease or hire companies, including fleet operators. The letter must quote the document reference number from the V5C
- A View Vehicle Record (VVR) from lease or hire companies including fleet operators, The VVR must quote the DVLA document reference number, where the V5C has been suppressed.
- Record of the insurer's name, reference and policy numbers (for repairs approved by an insurance company)

A traceable number taken from **original documents** (not copies)

Original document	Document number

Your signature: _____ Date: _____

Your name (PRINT): _____

You must keep this sales record for three years and show it to a police officer, DVLA/DVSA/Trading Standards enforcement officer if they ask to see it.