

Notes for guidance

Please read the notes before filling in this form.

1. **This form should only be filled in to confirm an individual's entitlement to drive.** It must be filled in and signed in all cases by the driver and an authorised person in the company. Any forms without the appropriate signatures will not be valid.
2. If your details on your driving licence are not up to date, tell us what the changes are and return it to us so that we can issue a new driving licence. It is a legal requirement that you tell us immediately of any change to your permanent address and/or name. You could be fined up to £1000 if you do not notify us of these changes.
3. If you are a bus or lorry driver and have passed driver certificate of professional competence (CPC) initial test modules or completed periodic training since 10 September 2008 (for bus drivers) and 10 September 2009 (for lorry drivers) and you need these details included in our response please put an in the box in section 2 with your driver qualification card (DQC) number if known. This number can be found on the back of the DQC card in the bottom right-hand corner. **The driver CPC information will be sent to the company separately from the printout of your driver record.**

If you have any queries regarding driver CPC please contact the Driving Standards Agency in the following ways:

- Phone **0300 200 1122**
 - Email **customer.services@dsa.gsi.gov.uk** (putting 'Driver CPC Enquiry' in the subject field).
4. The company you provide your details to may use a third party to obtain confirmation of your entitlement to drive from us.
 5. We have a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, we require the specific consent of the driver before any requests for information are made. Information will only be released for the purpose of confirming entitlement to drive. The consent must be kept by the company making the enquiry for seven years.

Warning

Failure to provide sufficient information about your company or the driver you are enquiring about, or failure to sign the declaration will result in your application being rejected. We will carry out such checks we feel are necessary to verify the information you provide.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5,000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully will be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.



Please write clearly in BLACK INK using CAPITAL LETTERS

● **IMPORTANT** – Please read the notes overleaf before filling in this form.

FPE account number

1 Driver's details

This section to be filled in by the driver whose driving licence details are to be checked.

Driver number:

Driver details as shown on the driving licence

Surname:

First name(s):

Date of Birth:

Address (if different to driving licence address)

House number

Postcode

Address as shown on driving licence

House number

Postcode

Reference number:

DECLARATION (3 year mandate)

I declare I am the named person and I authorise the named company to ask DVLA for my driver record information as and when the company requires, at a frequency the company shall determine, and for the company to hold that information in accordance with the principles of the Data Protection Act 1998. I authorise and direct DVLA to disclose, to the named company from the computerised register of drivers maintained by DVLA relevant information relating to my driver record, including photo images (where appropriate), personal details, driving entitlements, endorsement details, disqualifications and convictions, driver CPC details (where applicable). Medical information is not to be provided.

I also authorise the company to disclose this information to those listed in section 3.

The authority will expire whenever I leave my current employer or, in any case three years from the date of my signature.

Signature:

Date:

2 Driver CPC (Bus or Lorry drivers only)

Please put an in the box if driver CPC details are required

DQC number (if known)

3 Company details

DECS reference number:

This section is to be filled in by the company making the enquiry with DVLA e.g. employer or intermediary acting on behalf of employer.

Company name:

If you have obtained agreement from DVLA to provide data to any third parties, please list them below.

COMPANY DECLARATION (3 year mandate)

I declare that the information given in this application is correct and that the named Company ("the Company") agrees to all the terms contained in the contract. The Company agrees that any driver information obtained from DVLA in respect of the named driver will be used only to confirm the entitlement to drive of that individual, and all information will be held as specified in the contract and in accordance with the principles of the Data Protection Act 1998. I confirm that the Company will allow DVLA access to all areas set out in the contract to monitor the Company's compliance with these obligations.

I confirm I am aware it is an offence under section 55 of the Data Protection Act 1998 to unlawfully procure information or sell personal information.

Print full name:

Signature:

Date: