

**Please note: It is essential that the Certificate is applied for well in advance of the intended date of export.**

• **Please read these notes carefully before you fill in this form.**

## 1 When do I use this form?

You can use this form to apply for a Certificate of Permanent Export (V561) if you do not have a V5 Registration Document or if you only have a green New Keeper's Supplement (V5/2).

If you **do** have a V5 Registration Document, you must notify export by completing the relevant section on it.

If you or the previous keeper of the vehicle have previously been issued with a V5C Registration Certificate, you cannot use this form to apply for a Certificate of Permanent Export.

You should notify export by completing the V5C/4 "Notification of Export" section of the certificate. If you do not have a V5C you should use form V62 "Application for a Registration Certificate" to apply for a replacement. You can get a V62 from all Post Office<sup>®</sup> branches, DVLA Local Offices or for download from our website.

Alternatively, if you have previously had a V5 or V5C for your vehicle in your name, and there is no change in vehicle or personal details, you may apply for a duplicate V5C over the phone. To use this service contact Customer Enquiries (Vehicles), on 0870 240 0010.

## 2 Where do I apply?

- To your nearest DVLA Local Office the address can be found in the phone book under "Driving and Vehicles (Vehicle Registration and Licensing)". Alternatively, to find the nearest Local Office serving your postcode area please call 08702 430444. You will be asked to provide your postcode.
- Or, by post to:  
DVLA, Swansea SA99 1AG.

## 3 What documents will I need to produce?

- Proof of identity such as driving licence or utility bill, to be produced at the DVLA Local Office.
- New Keeper's Supplement (V5/2), if you have it.

No fee is required for this application.

## 4 When will I get the Certificate of Permanent Export?

The DVLA Local Office can issue the Certificate over the counter, provided that you are the registered keeper and that all checks are satisfactory. However it will not be issued more than 2 weeks in advance of the intended date of export.

## 5 What if I find the Registration Document?

If you find your Registration Document after you have applied for an export certificate, you should send the V5 back at once to DVLA, Swansea SA99 1AG.

Please enclose a short note saying that you have applied for an export certificate.

## 6 What if I have not had a Registration Document for this vehicle in my name?

You must notify your acquisition of the vehicle overleaf.

## 7 Telling us about your vehicle mileage

Please write the current mileage of the vehicle in the area provided. You are not legally required to provide mileage information but doing so may help to combat mileage fraud.

## 8 Further information on vehicle registration and licensing

The general leaflet V526 which may help you is available from DVLA Local Offices or Customer Enquiries Vehicles (CEV), DVLA, Swansea, SA7 0EE telephone **0870 240 0010**. Or fax **0870 850 1285**. Phone between 8.00am and 8.30pm Monday to Friday 8.00am and 5.30pm Saturday. Some calls will be monitored for quality and training purposes. Customers with impaired hearing who have a textphone/minicom should phone **01792 766426** for vehicle enquiries. You should be aware that the minicom number will not respond to ordinary phones. Information is also available on our website [www.dvla.gov.uk](http://www.dvla.gov.uk) e-mail address [vehicles.dvla@gtnet.gov.uk](mailto:vehicles.dvla@gtnet.gov.uk)

## 9 What to do if you are not satisfied with the service you have received

A leaflet INS121 "If things go wrong" explains what you should do or you can request a copy of the DVLA Customer Service leaflet INS101. These are available in DVLA Local Offices and on request from CEV, DVLA, Swansea SA7 0EE.



**Please**

- Read the information overleaf before you fill in this form
- Do not write in this area or in the official use box
- Write clearly in BLACK INK and CAPITAL LETTERS

1

**Vehicle details**

Registration mark of vehicle

2

**Official Use Only**

Validation character

3

Make of vehicle (i.e. Rover, Ford, Vauxhall, etc.) \_\_\_\_\_

Model of vehicle (i.e. MG, Focus, Vectra, etc.) \_\_\_\_\_

Colour or colours of vehicle \_\_\_\_\_

Tax class of vehicle (i.e. PLG, Petrol Car, HGV, etc.) \_\_\_\_\_

Chassis, Frame or VIN number \_\_\_\_\_  
(usually shown on a plate near the engine)

Engine Number \_\_\_\_\_

**Name and address of vehicle keeper (Please print clearly)**

W

4

Mr  Mrs  Miss  (Please tick the relevant box)

Title or business name \_\_\_\_\_

Forenames in full \_\_\_\_\_

Surname/DVLA Fleet N° \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Town \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

9 Please help us by using your postcode

UK Tel. N° or Fax N° if abroad \_\_\_\_\_

Have you had a Registration Document for this vehicle in your name? (please tick box) YES  NO

If NO, are you notifying change of keeper? if so, please tick this box  K

and give date you acquired the vehicle \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ 11 CD  12

Present Mileage (to the last complete mile) \_\_\_\_\_  
(see notes overleaf)

Please tick box and give INTENDED DATE OF EXPORT  P \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Declarations**

**I declare** that the Registration Document:

(Please tick appropriate box)

- has been lost, stolen or defaced whilst in my possession
- was not given to me by the previous keeper
- is with DVLA for changes
- cannot be produced for other reasons (please state reason) \_\_\_\_\_

**I undertake** to return the Registration Document if it comes into my possession.

**I declare** that I have checked the information given in this application and to the best of my knowledge and belief it is correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Warning:** It is a criminal offence to obtain or attempt to obtain a Certificate of Permanent Export by means of false declaration.

Please check overleaf what you should now do with this form.

**Official Use Only**

V756

DVLA Local Office Date Stamp

Inspection YES  NO

Serial N° V561 \_\_\_\_\_

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date Issued \_\_\_\_\_

V5/2 Destroyed  V5/2 Attached

Exp Only  C/K & Exp  C/N & Exp  C/A & Exp

Passport N° (if applicable) \_\_\_\_\_

Tick appropriate box

MF MKR screen indicates DN V5 issued  ITT 445

MF MKR screen does NOT indicate DN V5 issued  ITT 145