



# Contents

## Filling in the form

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## Introduction

Read this leaflet to help you fill in your application for a digital tachograph workshop card.

If you have any questions or need to contact us, you can write to:

**Vehicle & Operator Services Agency**  
**PO Box 343**  
**Swansea SA1 2YS**  
**Phone 01792 454336**  
**Fax us on 01792 454367**

**We may use the information we hold about your driving licence record (if you have one) for tachograph purposes.**

**If your personal details are now different to those shown on your driving licence, your driving licence must be returned to DVLA for amendment.**

## Section 1 – Your details

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Please fill in the relevant parts of this section. You do not have to hold a driving licence to apply for a digital tachograph workshop card. The current address you provide must be your current home address. (We do not accept PO Box numbers.) We can issue you with a digital tachograph workshop card only if you normally live in this country.

If possible, provide a daytime phone number and e-mail address, so we can contact you if there is a problem with your application.

### Change of name or address

- a) If your address has changed since your last digital tachograph workshop card was issued, please enter your new and old details in section 1. If your home address changes, you must inform us so that our records can be updated. You will not receive a new workshop card.
- b) If your address has changed since your last photocard driving licence was issued, please return the photocard and counterpart duly completed. If you have lost either part, you will need to apply for a duplicate by filling in a D1 application for a driving licence. See page 11 for information on where to get this form.

We no longer issue paper licences. If you hold a paper driving licence and you are notifying any changes to your personal details you will need to fill in a D1 application for a driving licence.

- c) If your name is now different from that shown on the document you provide, you must also give us proof of your name change, for example, a marriage certificate, decree nisi or absolute, or deed poll declaration.

The evidence you provide must show a clear link between the name on your identity document and your current name.

## Section 2 – Workshop details

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### **Please note:**

Although workshop cards will be personally issued, they will also be attached to the approved centre in which you will be working. Should you be working in more than one approved calibration centre at the same time, you will need to make separate applications, one for each centre you work in.

### **Workshop details**

Fill in section 2 with the name and address of the approved centre in which you will be using the workshop card.

Fill in the expiry date of your current training certificate.

Fill in 1 with the approved centres authorisation, shown on authorisation (GV209).

Fill in 2 with your seal number if you are applying for a workshop card for use in an approved repair centre.

Do not fill in the unique fitter number section.

This will be filled in by VOSA (the Vehicle & Operator Services Agency), when your application is received.

Please indicate whether or not the name and/or address of your workshop has changed since your last workshop card was issued, as these details will be shown on your workshop card.

## Section 3 – Other digital tachograph cards held

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Fill in section 3a), if you indicate “Yes” please fill in the card number(s) already issued.

Fill in section 3b), if you indicate “Yes” please fill in the company card number.

## Section 4 – Reason for your application

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All applications for workshop cards will need to be made through VOSA.

To enable you to use your workshop card you will require a personal identification number (PIN), this will be despatched to your home address. DO NOT disclose this PIN to anyone, including your employer or any enforcement officers. Your workshop card will be sent to you at your workplace address, under separate cover.

If you do not receive your workshop card within 5 days of receiving your PIN please contact the VOSA office in Swansea. Likewise, should you receive your workshop card and not have received your PIN, please contact the VOSA office in Swansea. See page 12 for a list of VOSA regional offices.

If you key in the wrong PIN five times you will invalidate your card, and it will cease to function. You will therefore need to apply for a replacement card.

Each new card will be issued with a new PIN.

### **First application**

Fill in section 4a) only if you are applying for your first digital tachograph workshop card, for use at a specific workshop.

**Replacements** (Replacing cards that have been lost, stolen, damaged or have malfunctioned)

Fill in section 4b) of the application form only if your card has been lost, stolen or has malfunctioned.

If your card has been lost or stolen, you should report the loss or theft to the VOSA office in Swansea by telephone and confirm by fax or in writing. See page 12 for a list of VOSA regional offices.

If your card has malfunctioned, you must tell the VOSA office in Swansea. The malfunctioning card will need to be returned with a completed application form for a replacement.

Fill in section 4c) only if you have not received your PIN code or you have entered an incorrect PIN code more than five times and invalidated the card.



If you would like us to send your identity documents by special delivery, please send us a prepaid, self-addressed, special delivery envelope.

We cannot guarantee to return your identity documents by a set date.

If you do not receive your identity documents, you must contact us within three months of the date you sent in your application.

After this time, we will not be able to carry out the necessary follow-up investigation with Royal Mail.

We will not be liable to any claim after the three-month period.

## Section 6 – Signing your photograph

**If you already have a digital tachograph workshop card, you do not have to provide a photograph or have section 6 filled in unless you want to change your photograph.**

If you are sending a UK passport/travel document or EC/EAA passport, your photograph does not need to be signed, and section 6 does not need to be filled in.

In all other circumstances, you need to send in a passport-sized photo, signed on the back by a reliable person who lives in the UK, and has known you for at least two years. That person must not be a relative or partner, and must have a permanent address where we can contact them.

Suitable people include:

- a local business person or shopkeeper
- a librarian
- a professionally qualified person, (for example, a lawyer, teacher or engineer)
- a police officer
- a bank or building society employee
- a civil servant
- a minister of religion
- a magistrate, or
- a local councillor or, an MP, AM, MEP or MSP.

**We will make checks on people who sign digital tachograph workshop card applications.**

## Your photograph

Your photograph must be:

- a colour passport-sized (45 millimetres x 35 millimetres)
- a true likeness, showing your full face, with no hat, helmet or sunglasses, (although you can wear the glasses you wear every day)
- taken against a light plain, evenly-lit background, and
- signed on the back by the person who has filled in section 6 (if appropriate)

Please make sure that you send a good-quality colour photo as we will reduce it and copy it onto your digital tachograph workshop card.

We will not accept black and white photos.

The following examples show unacceptable photographs and an acceptable photograph.



Too close to camera



Headgear



Too light



Too dark



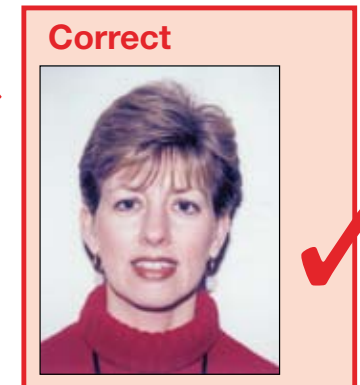
Dark background



Shadows



Curtained background



This is an example of a photograph we would accept.

## Section 7 – Declaration and signature

Read the statements and then sign this section in black ink, to confirm that you have read, and accept, them. Make sure the signature is completely in the white area. If your signature goes into the green area, **we will reject your application.**

### Example of a signature we would not accept

- Keep your signature within the white box •

A. Sample



- Keep your signature within the white box •

### Example of a signature we would accept

- Keep your signature within the white box •

A. Sample



- Keep your signature within the white box •

We will electronically scan and reduce your signature and then copy it onto your digital tachograph workshop card.

If you want, you can practise your signature in the space below before you sign your application to make sure it will not go outside the white area.

- Keep your signature within the white box •

- Keep your signature within the white box •

## Document checklist

Please make sure you enclose all necessary documentation when you return your application form.

Tick the relevant boxes in section 7 to show what you are enclosing.

## General information

Any application received directly at DVLA will be rejected back to VOSA, which will result in a delay to the card being issued.

Applicants should be authorised persons/bodies who are responsible for the installation and maintenance of any Vehicle Units.

A Workshop Fitter can hold more than one Workshop Fitter Card as long as the Approved Workshop Centres are different.

All Workshop Fitter Cards are valid for 1 year and will have a common expiry date of 31st March.

### D1 Application Form

If you are applying for a photocard driving licence you must complete a D1 application form. These are available from Post Offices® branches, DVLA local offices and direct from DVLA.

## Where to send your application form

Send the form to us at;

Vehicle & Operator Services Agency

PO Box 343

Swansea SA1 2YS

Telephone: 01792 454336

Fax: 01792 454367

## **VOSA Regional Offices and Swansea Headquarters**

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### **Swansea Headquarters**

Vehicle and Operator Services Agency  
PO Box 343  
Swansea  
SA1 2YS  
Tel: 01792 454336  
Fax: 01792 454367

### **Region 1 – Scotland**

Vehicle and Operator Services Agency  
Perth GVTS  
Arran Road  
North Muirton Industrial Estate  
Perth  
PH1 3DZ  
Tel: 01738 632037  
Fax: 01738 440519

### **Region 2 – North West**

Vehicle and Operator Services Agency  
Bredbury GVTS  
Lingard Lane  
Bredbury  
Stockport  
Cheshire  
SK6 2QX  
Tel: 0161 430 5160  
Fax: 0161 494 0060

### **Region 3 – Wales & West Midlands**

Vehicle and Operator Services Agency  
Wolverhampton GVTS  
Cat & Kittens Lane  
Featherstone  
Wolverhampton  
WV10 7JD  
Tel: 01902 397722  
Fax: 01902 398583

### **Region 4 – South East**

Vehicle and Operator Services Agency  
Northam GVTS  
Unit R Centurion Ind Park  
Bittern Road West  
Northam  
SO18 1UB  
Tel: 02380 837397  
Fax: 02380 837398

### **Region 5 – Midlands**

Vehicle and Operator Services Agency  
Derby GVTS  
Curzon Lane  
Alvaston  
Derby  
DE24 8XB  
Tel: 01332 571961  
Fax: 01332 756143

**Region 6 – Eastern**

Vehicle and Operator Services Agency  
Norwich GVTS  
Jupiter Road  
Hellesden  
Norwich  
NR6 6SS  
Tel: 01603 408128  
Fax: 01603 488036

**Region 7 – South West**

Vehicle and Operator Services Agency  
Taunton GVTS  
Taunton Trading Estate  
Norton Fitzwarren  
Taunton  
TA2 6RX  
Tel: 01823 282525  
Fax: 01823 325329

**Region 8 – North East**

Vehicle and Operator Services Agency  
Darlington GVTS  
Banks Road  
Off McMullen Road  
Darlington  
DL1 1YE  
Tel: 01325 460547  
Fax: 01325 360354

