Driver and Vehicle Licensing Agency

INF2D

How to fill in your **Application for a lorry, bus or minibus driving licence (D2)**

For more information go to **www.direct.gov.uk/driverinfo**

CUSTOMER SERVICE EXCELLENCE CSE

10/12

An executive agency of the Department for Transport

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For confidentiality reasons, it is not possible to release driver numbers or personal details via email replies.

The D2 application form only relates to driving lorries, buses and minibuses.

Find out about DVLA's online services

Go to: www.direct.gov.uk/onlinemotoringservices

Get qualified. Stay qualified.

Driver Certificate of Professional Competence (Driver CPC).

go to: **www.direct.gov.uk/drivercpc**

Important

You can only get a GB driving licence if you are normally resident in the United Kingdom.

To be normally resident you must usually live in the United Kingdom for 185 days in each calendar year.

Applicants who are not UK citizens or nationals of another EU or EEA country will not be considered normally resident if they:

- do not have leave to remain in the UK, or
- are in the country on a temporary basis without leave to remain either while awaiting a decision to stay in the UK or following a decision refusing such an application.

If you have a GB paper licence:

- We now only issue photocard licences.
- If you do not have a photocard licence, you must provide a photo and proof of your identity.

Section 1 – What are you applying for?

Provisional

You must have full car entitlement (category B or BE) before you can apply for provisional lorry or bus entitlement. If you have never had a lorry or bus licence, you must get a licence showing provisional category C/C1 (lorry) or D/D1 (bus) entitlement before you can start to learn to drive lorries or buses.

You must provide the following with your application:

- Your full car driving licence or your provisional licence and car test pass certificate.
- A 'Medical Examination Report' (D4) filled in and signed by an optometrist/optician and a doctor.
- The D4 is also needed when applying for additional provisional entitlement or when a D4 has not been submitted within the last 12 months.

Military drivers

Put a cross in the appropriate box(es) to show full time or part time and what entitlement you want.

Full time

- Putting a cross in 'All ordinary driving licences' will give you provisional entitlement for all categories AM, A, B, BE, f, g, h, k, and q.
- Putting a cross in 'All lorry' will give you provisional entitlement for categories C1, C1+E, C and C+E.
- Putting a cross in 'All bus' will give you provisional entitlement for categories D1, D1+E, D and D+E.

Part time

Part time military drivers must have a full category B driving licence and may only apply for categories C, C1, D and D1.

To change my name, address or gender on my licence

If your name, address or gender has changed since you got your last licence, give your new and old details in section 2 of the D2. You will need to provide proof of your name change – see section 5 on the D2 for details.

You must also send us your current paper driving licence or if you have a photocard licence, return both the photocard and the paper counterpart.

If you have lost either part of your photocard licence or your paper licence, you will need to apply for a replacement photocard licence and pay the relevant fee.

To replace my licence as it has been lost, stolen, defaced or destroyed

You can apply for a replacement licence if the original has been lost, stolen, defaced or destroyed. Please put a cross in the appropriate box.

You must return a defaced licence.

Important – if you find or get your old licence back after asking us for a replacement, the old licence will no longer be valid and you must return it with an explanatory note to:

DVLA
Swansea
SA99 1AB.

To renew my licence at age 70 or over

Please put a cross in the appropriate box and give the details the form asks for.

To renew my licence

Please put a cross in the box to those that apply. You must send us your current paper driving licence or if you have a photocard licence, return both the photocard and paper counterpart.

A D4 (medical) is needed when renewing:

- lorry or bus entitlement from age 45 (normally every five years up to age 65, then annually),
- entitlement to drive lorries over 3.5 tonnes (C1) or minibuses with 9-16 seats not for hire or reward (D1)* when the driver is aged under 70 and who has been issued with a short period medical licence, and
- C1 and D1* entitlement for all category B drivers over the age of 70 and voluntary minibus drivers over the age of 70.

*Hire or reward includes any payment by or on behalf of passengers that gives them the right to be carried.

If you are under 21 years of age, any penalty points recorded against you may prevent you from holding lorry entitlement. (See section 'Your conduct').

Note: If you are a full lorry, bus or minibus licence holder and you currently hold a 10 year licence, either supplying a photo or renewing your

entitlement will result in the issue of a new five year licence. If you currently hold a five year licence, supplying a new photo will not extend your licence expiry date (shown in 4b on your licence).

To renew my provisional entitlement

Please put a cross in the box to those that apply.

If applying:

To renew my licence for medical reasons

To apply for entitlement to drive vehicles between 3.5 – 7.5 tonne tick C1 only. To drive minibuses (not for hire or reward) tick C1/D1, in both cases you must meet the higher medical standards for driving lorries and buses. A D4 Medical Examination Report is required at first application, at age 70, then every three years after that.

To renew my licence as it was revoked

Please put a cross in the box to those that apply and give the details the form asks for.

To renew my licence as I was disqualified

Please put a cross in the box to those that apply and give the details the form asks for.

To exchange my licence

You **must** return your current driving licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box.

- **After passing a test.**

Please enter the category or categories that you passed a test for. Once you have passed a test you **must** send the test pass certificate (D10) to us in order to claim your full licence. **Note:** You can exchange test passes from Gibraltar.
We will not accept any other test passes.

- **To remove expired endorsement details.**

Please put a cross in the appropriate box.

Please note that any expired endorsements will be removed automatically if applying for any other transaction.

- **To add provisional motorcycle entitlement or remove expired 25kW motorcycle restriction.**

Please put a cross in the appropriate box.

To exchange my paper licence for a photocard licence

You will need to provide proof of your identity (see section 5) and a photo (see section 6 'Your photo'). You will need to return your paper licence with your application.

To exchange my Northern Ireland licence

For further information please refer to booklet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38).

You will need to provide a current photo of yourself.

You can exchange a full Northern Ireland licence or a provisional with a valid test pass certificate, for a GB licence. Alternatively you can continue to use your Northern Ireland licence here until it expires.

To exchange my non-UK licence for a GB licence

If you exchange your non-UK licence you must send us your old one. We cannot return it to you.

If you are applying to exchange a licence from another country you **must** fill in the section 'To exchange my non-UK licence for a GB licence' in section 1 of the D2 application form.

If you also want to add provisional entitlement as well as exchanging a non-UK licence, you need to fill in the relevant parts of both the 'Provisional' and 'Exchange' sections.

You can exchange a full driving licence (showing European categories) issued within the European Union (EU) or European Economic Area (EEA) for the equivalent GB licence. At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

Sometimes other EU or EEA countries issue licences, which show that driving may be subject to limitations for medical reasons. For instance, the limitation might be that the licence holder is only allowed to drive during daytime. UK does not normally grant licences with such limitations and may need to investigate the relevant medical circumstances before granting the licence.

Note: If you are an EU/EEA licence holder aged under 45 with a current lorry/bus entitlement, you do not need to send in a D4.

You can exchange licences issued in the Channel Islands and the Isle of Man as long as they were issued after 1 April 1991. You will need to fill in a D4 regardless of your age.

You can exchange test passes from Gibraltar provided the test was passed within two years of the date of applying for your GB licence.

We will not accept any other test passes.

Not all licences can be exchanged. It is important that you read 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38). You can download this from the website at **www.direct.gov.uk/motoringleaflets**

Organ donation

You do not have to fill in this section. If you confirm that you want to donate your organs, we will tell the NHS Organ Donor Register and this will be shown on your licence. For more information go to **www.organdonation.nhs.uk** or phone **0300 123 23 23.**

Section 2 – Your details

Please fill in the relevant parts of this section.

The address on the licence must be a GB home address at which you can be contacted. **We do not accept PO Box addresses**. For information on residency see page 3 of this booklet.

Please provide a contact phone number or email address (or both). We will not use these details for any purpose other than to contact you if required.

Section 3 – Your eyesight and your hearing

You must be able to read a car number plate (with glasses or contact lenses if necessary) made after 1 September 2001 from 20 metres. You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses if necessary) using both eyes together (or, if you have sight in one eye only, in that eye).

Visual acuity is the term used by opticians and doctors to measure your eyesight. You should **only** answer 'no' to this question if you are unable to read a number plate from 20 metres **or** you have been told by an optician or doctor that your eyesight currently does not meet the minimum standard for driving. **If you are in any doubt you should discuss with your optician or doctor.**

Bioptics (telescope) are not acceptable for use while driving in Great Britain and it is not acceptable to use a bioptic device to meet the visual acuity standard. A bioptic device cannot be used to pass the number plate test.

There are extra eyesight standards for those who drive medium or large vehicles, minibuses or buses.

Drivers who held a licence since 1 January 1997

Your eyesight (visual acuity), measured on the Snellen scale, must be at least decimal 0.8 (6/7.5) in the better eye and decimal 0.1 (6/60) in the other (while wearing glasses or corrective lenses if you need them).

- If glasses are worn, the distance spectacle prescription of either lens used must not be of a corrective power greater than plus 8 (+8) dioptres.
- You must have a full binocular field of vision.

An optician will be able to tell you about this.

If you are profoundly deaf you must be able to communicate in the event of an emergency, either by speech or by using a device, for example a textphone.

Drivers who held a licence before 1 January 1997

If you had a licence before 1 January 1997 and you do not meet the eyesight standards shown on the previous page, you can get more information from our Drivers Medical Group, DVLA, Swansea, SA99 1TU (phone **0300 790 6807**).

Your conduct

If you are applying to renew your licence after being disqualified from driving in the United Kingdom or another country, please give details of your disqualification.

All applicants for and holders of lorry and bus driving licence entitlement, are subject to more stringent conduct requirements than ordinary licence holders.

When applying for these licences, applicants must declare any findings of guilt, fixed penalties and cautions for offences relating to drivers' hours, vehicle road worthiness or loading.

In addition, applicants applying for a minibus or bus licence must declare any other findings of guilt, fixed penalties and cautions, even if they are offences not related to driving, for example, assault.

If you are under 21 years of age, penalty points recorded against you may prevent you from holding lorry entitlement.

The Secretary of State for Transport may refer any case where a question arises relating to the conduct of a lorry or bus driver to the Traffic Commissioner for the area in which you live.

In all cases of conduct, the Traffic Commissioner, acting on behalf of the Secretary of State, will decide whether or not to grant you entitlement to drive lorries or buses. In so doing all endorsements on your licence will be taken into account, together with all other relevant findings of guilt, fixed penalties and cautions, before making a decision.

Section 4 – Your health

If you think you have a medical condition that could affect your fitness to drive, please get advice from your doctor or optician, or visit the website at **www.direct.gov.uk/driverhealth**

You must tell us immediately about a relevant condition or a condition getting worse. You could have to pay a fine of up to £1000 if you do not.

Section 5 – Your proof of identity

Part A – Digital UK passport holders only.

If you are giving your permission for us to contact the Identity and Passport Service (IPS) please enter your digital UK passport number and sign the declaration in this section. **Do not send us your digital UK passport. However, you will still need to provide a photo if this is your first photocard licence or if you wish to update your current photo.**

Note: If your UK passport was issued outside of the UK by an Embassy or Consulate, we will not be able to verify it with the IPS. You must enclose identification document(s) listed in Part B of section 5 on the D2 application form.

If you **do not** have a **digital UK passport** or you do not give us permission to contact the IPS, **see Part B below** for advice on what you need to send us.

Part B – Documents enclosed to prove your identity.

You must provide original identity document(s) from the list on the next page or if the original has been lost, you will need to obtain a replacement from the authority that issued the original.

We will not accept photocopies or laminated documents.

If the document(s) you provide are not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator.

We will accept the following documents:

- a passport or travel document
- a Biometric Residence Permit (BRP)
- an EU/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office).

  If you are sending one of the above documents, you must provide a recent photo of yourself but you do not need to have your photo signed and you do not need to fill in section 'Signing a photo to verify identity (if necessary)'.
- **A UK birth or adoption certificate and one other supporting identity document**

  If you were born in the UK and do not have your UK birth or adoption certificate, or the one you have does not show your full name or country of birth, contact your local register office.
  Note – a birth or adoption certificate is not absolute proof of your identity, you must also send one of the following documents:
  - Your **National Insurance (NI) card** or a **letter** from the Department for Work and Pensions showing your NI number.
  - A **photocopy** of the **front page** of a **benefits book** or an **original letter** about a claim for state benefit.
  - A **P45, P60** or **payslip**.
  - A **marriage certificate** or **divorce papers** (decree nisi or decree absolute).
  - A **student union card** or **school record**.

  Note – the National Insurance Number cannot be a temporary number (usually starting with TN).
- **If you have reached State Pension age**, you can provide originals of one of the following:
  - A bank or building society statement, issued in the last three months, showing your pension payment.
  - A letter from the Department for Work and Pensions confirming your eligibility for the State Pension and showing your NI number.
- **UK Certificate of Naturalisation**

Documents to verify a change of name and/or gender

If your name and/or gender is different from that shown on your current driving licence you must provide proof of this change.

We will accept:

– a marriage or civil partnership certificate
– a decree nisi or decree absolute (accompanied with either a UK birth certificate or deed-poll declaration showing a clear link to your new name)
– any deed-poll declarations.

Photocard licence holders – If your name is different to that shown on your photocard driving licence you must provide identity document(s) showing a clear link between your current name and the name on your licence.

Paper licence holders – If your name is different from that shown on your paper driving licence the identity document(s) you provide will need to show a clear link between your current name and **all previous name(s)**.

DVLA reserve the right to request additional identity documents if necessary.

Returning your driving licence and/or identity documents

- We will send your licence and identity documents separately.
- We cannot guarantee to return your identity documents by a set date.
- If you would like us to return your identity documents by special/recorded delivery, please include a stamped self-addressed special/recorded envelope. Keep a note of the reference number.
- If you sent your application direct to us and you do not get your identity documents back within two weeks of receiving your photocard licence, please phone DVLA Customer Enquiries on **0300 790 6801.**

Note: unless you contact us within two months of the date you sent your application, it will be difficult for us and Royal Mail to carry out the necessary investigation.

We no longer send out plastic wallets with photocard driving licences. We cannot return old plastic wallets we have received.

Section 6 – Signing a photo to verify identity (if necessary)

If you have agreed to us verifying your identity with IPS or are providing an up to date Passport, Travel Document, Biometric Residence Permit (BRP) or an EU/EEA National Identity Card (with the exception of ID cards issued by the Swedish Post Office) as proof of your identity, then you **do not** need someone suitable to sign the back of the photo.

All other identification enclosed will require someone suitable to sign the back of your photo.

The person signing the photo must:

- have known you personally for at least two years within the UK
- not be a relative, and
- not be a person living at the same address.

Suitable people include:

- local business people or shopkeepers
- librarians
- professionally qualified people (for example, lawyers, teachers or engineers)
- police officers
- bank or building society staff
- civil servants
- ministers of religion
- magistrates, or
- local councillors, Members of Parliament, Assembly Members, Members of the Scottish Parliament or Members of the European Parliament.

We will make checks on people who sign photocard driving licence applications.

You do not need someone to sign your photo if you are updating the photo on your licence.

If you have come to live in the UK within the last two years and you cannot have your photo signed by someone who has known you for at least two years within the UK, you should take all the documents to your nearest DVLA local office. They will sign your photo and fill in section 6 of the application form. The DVLA local office will send your application and original identity documents to DVLA, Swansea.

Your photo

Your photo must keep to the photo standards otherwise your application will be rejected.

The photo must be:

- recent, a true likeness of you and of your full head
- in colour, against a light grey or cream background
- clear, in sharp focus, free from 'redeye' and have no shadow in it
- free from any reflection or glare from glasses, and
- in good condition, not damaged, creased, torn or marked.

You must:

- face forward and look straight into the camera with your eyes open and nothing covering your face
- look natural with no facial expressions e.g. grinning or frowning
- have nothing covering your eyes e.g. hair or glasses frame
- not wear sunglasses or tinted glasses, and
- not wear a hat or cover your head unless for medical or religious reasons.

Your head should not fill the area of the photo or be too small to be seen. The photo is 45mm tall and your head should fill an area of between 29mm and 34mm. An example of this would be a standard passport style photo.

Section 7 – Your declaration

You **must** read the declaration and sign the form in black ink, making sure that your signature is completely within the white box. Your application will be returned if you do not sign the form or if the signature is outside the white box.

General information

Licences from other countries

You can exchange a Northern Ireland full or provisional licence with a valid test pass for a GB licence, or you can use your Northern Ireland licence here until it runs out.

For licences from Canada, if you provide evidence from the relevant authority that you passed a test in a manual vehicle in that country, we will issue a licence that allows you to drive both manual and automatic vehicles. Without this evidence, licences will be limited to automatic vehicles only.

You may exchange test passes from Gibraltar and Northern Ireland if the test was passed within two years of the date of applying for your GB licence.

We can only exchange lorry or bus licences where the driving test was taken in an EU or EEA country or Gibraltar.

If you have a licence from any other country it is important that you read leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can download from **www.direct.gov.uk/motoringleaflets** or get from DVLA local offices.

Premium Checking Service at DVLA local offices

If you are applying for your first photocard licence, for a fee, all DVLA local offices will check your application to make sure it is correct and then send it to us with your current driving licence (if you have one).

Note: The D4 contains confidential medical information and is not part of the checking service offered.

The following can be used as proof of identification and will be handed back to you:

- A digital UK passport – You will be asked to fill in Part A of section 5 on the application and provide consent for DVLA to verify your identity with IPS.
- Eligibility for UK State Retirement Pension.

However, DVLA can still ask to see the original identity document(s).

You must apply in person and all your documents must be in your current name. You cannot use this service if you are changing your name.

Note: If you use a non-digital UK passport or do not give consent for DVLA to verify your identity with IPS, your passport will be sent securely with your application to DVLA.

Three DVLA local offices – Glasgow, Nottingham and Wimbledon – together with the main reception at DVLA Swansea, offer a Premium Checking Service for people who hold a current passport and full driving licence issued from the EU/EEA, Gibraltar and designated countries.

Australia	**Barbados**	**British Virgin Islands**	**Canada**
Falkland Islands	**Faröe Islands***	**Gibraltar**	**Hong Kong**
Japan	**Monaco**	**New Zealand**	**Republic of Korea***
Singapore	**South Africa**	**Switzerland**	**Zimbabwe**

*We do not exchange motorcycle entitlement from these countries.

To use the service you must be applying in person for your first full GB driving licence. The passport must be in the same name as is shown on your full driving licence.

You **must** be exchanging a full licence from an EU/EEA country, Gibraltar or designated country or be exchanging a full GB paper driving licence for a first full photocard licence.

For information of your nearest DVLA local office phone **0300 123 1277** (you will be asked to give your postcode) or on the website at **www.direct.gov.uk/dvlalocal**

DVLA local offices are open between 9am and 5pm Monday to Friday (except every second Wednesday in the month when the opening times are 9.30am to 5pm).

Details of how you can pay for this service are given on your application form.

Medical Examination Report (D4)

This form can be downloaded from **www.direct.gov.uk/motoringforms** or you can get them from Traffic Area Offices, DVLA local offices and DVLA Swansea.

Vehicle categories

Large/Medium-sized vehicles

Description	Category
Vehicles over 3500kg with a trailer up to 750kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver.	**C**
Vehicles between 3500kg and 7500kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer up to 750kg.	**C1**
Vehicles over 3500kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer over 750kg.	**C+E**
Vehicles between 3500kg and 7500kg with a trailer over 750kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver – combined weight not more than 12000kg.	**C1+E**

Buses/minibuses

Description	Category
Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer up to 750kg.	**D**
Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding eight metres with a trailer up to 750kg.	**D1**
Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding 8 metres with a trailer over 750kg, provided that the MAM of the combination formed does not exceed 12000kg.	**D1+E**
Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer over 750kg.	**D+E**

Traffic Commissioners

The phone number for all traffic commissioners enquiries is 0300 123 9000.

North Eastern Traffic Area	Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF.
West Midlands and Welsh Traffic Area	Cumberland House, 200 Broad Street, Birmingham, B15 1TD.
Eastern Traffic Area	Terrington House, 13–15 Hills Road, Cambridge, CB2 1NP.
Western Traffic Area	2 Rivergate, Temple Quay, Bristol, BS1 6EH.
South Eastern and Metropolitan Traffic Area	Ivy House, 3 Ivy Terrace, Eastbourne, BN21 4QT.
Scottish Traffic Area	J Floor, Argyle House, 3 Lady Lawson Street, Edinburgh, EH3 9SE.
North Western Traffic Area	Suite 4–6, Stonecross Place, Stonecross Lane, Warrington, WA3 2SH.

Save time – Do it online!

- **Driving licences –** from applying for your provisional to replacing your lost or stolen licence
- **Personalised registrations –** buy a registration number and benefit from our after sales service
- **Vehicle tax –** tax your vehicle or make a Statutory Off Road Notification (SORN).

For more information on all DVLA's online services visit:

www.direct.gov.uk/onlinemotoringservices

DVLA local offices

For more information, see booklet ‘Driving licences’ (D100) which you can download at **www.direct.gov.uk/motoringleaflets** or get from most Post Office® branches and DVLA local offices.