

In order for us to action your request, we need a copy of your certificate of entitlement with:-

- The current vehicle registration being displayed in section 1

This can be sent to us via email to

fleetpersonalisednumberplate@vwfs.co.uk

or at the address below:

VWFS Personalised Plate
Team BCA Docusafe
Boongate
Peterborough
Cambridgeshire
PE1 5AH

Once we have received the paperwork we will take a payment of £50.00 by Direct Debit (including VAT), 14 days from invoicing, towards administration fees. The process to assign a plate usually takes **3-5 working days** but may take longer depending on workloads.

We hope this clarifies any questions you may have, however, if you have any further queries please contact the Client Services department on 0330 100 8911.

Certificate of Entitlement

Please read the Guidance notes over the page
Online services available at dvaregistrations.direct.gov.uk

V750

Purchaser

Driver & Vehicle
Licensing
Agency

For sections 2, 3, 4 and 5 you can apply online at dvaregistrations.direct.gov.uk or to apply using this Certificate, put an 'X' in the box to show what you are applying for.

2 Nominee details (read note C over the page)
Fill in this section if you want to add (if you do not have one), or change the Nominee details on this Certificate.

If, the Purchaser named opposite, apply to add or change the Nominee details.

First names

First name _____

Surname _____

or Company Name _____

3 Purchaser's change of address details
(read note D over the page)

Please put an 'X' in the box for renewal after 10 years.

Post town _____

Post code _____

Daytime phone number: _____

1 Assigning this vehicle registration number
The Purchaser named above **MUST** fill in this section.

If, the Purchaser named above, apply to assign this vehicle registration number to:

an unregistered vehicle or,

a registered vehicle

Please fill in the vehicle registration number and validation character of the registered vehicle below. These details are shown in Section 4 of the Vehicle Registration Certificate (V5C).

Vehicle Registration Number _____

Validation character _____