

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

Driver & Vehicle
Licensing
Agency

Please read the Guidance notes over the page
online services available at dvlregistrations.direct.gov.uk

V750

Purchaser

☐

For sections 2, 3, 4 and 5 you can apply online at dvlregistrations.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

Surname

or Company Name

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

Post town

Post code

Daytime phone number:

☐ **4 Refund of the assignment fee**
(read note E over the page)

If, the Purchaser named opposite, apply for a refund of the assignment fee (S50). This vehicle registration number has not been assigned, and the assignment period has not yet expired.

I understand that I can no longer assign this vehicle registration number.

☐ **5 Certificate renewal after expiry**

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

Signature

Purchaser (not Nominee) MUST sign in the box below for Sections 2, 3, 4 and 5.

Date

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm:

Validation
character

☐ Vehicle registration number

☐ This vehicle registration number must be assigned to a vehicle **before**

Nominee

☐ Certificate number

☐ Date of agreement

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, Place an 'X' in the box that applies

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

I understand that I have used my right to assign this vehicle registration number, and that any future application to transfer or retain this vehicle registration number will be subject to the Department for Transport's rules, as they exist at that time.

Purchaser (not Nominee) MUST sign in the box below:

Date

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm:

If you want to add (if you do not have one) or change the Nominee details at the same time as assigning, you also need to fill in Section 2.