



**INF178  
(NI)**

# Driver & Vehicle Agency How to fill in your application for a **digital tachograph workshop card (D778(NI))**



An Agency within the Department for

**Infrastructure**

Gníomhaireacht laistigh den Roinn

**Bonneagair**

An Agency w<sup>i</sup>n the Department for

**Infrastructure**

[www.Infrastructure-ni.gov.uk](http://www.Infrastructure-ni.gov.uk)

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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:

**DVA Enforcement Policy**

**Hydebank House**

**4a Hospital Road**

**Ballydollahan**

**Belfast BT8 8JL**

email:

**DVA.tachographcentres@infrastructure-ni.gov.uk**

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 DVA Licensing 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 email address, so we can contact you if there is a problem with your application.

### **Change of name or current home 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.
- b) If your address has changed since your last NI ID-checked driving licence was issued (i.e issued on or after 1/4/99), please return it with the photocard and counterpart duly completed. If you have lost either part, you will need to apply for a replacement driving licence by filling in and submitting a DL1 application form. See page 11 for information on where to get this form.
- c) If your name has changed, you need to provide proof of your identity, 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.

If your driving licence was issued before 1/4/99 and you are notifying us of any changes to your personal details, you need to fill in and submit a DL1 application form in order for DVA Licensing to update your licence.

Your driving licence application can be enclosed with your digital tachograph workshop card application.

## 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 the GBNI centre seal number as shown on authorisation (GV209).
- Do not fill in the unique fitter number section. This will be filled in by DVA (Driver & Vehicle Agency), when your application is received.

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

All applications for workshop cards will need to be made through DVA enforcement section (see page 11 for details).

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. Your workshop card will be sent to you at your workplace address, under separate cover.

If you do not receive your workshop card within five days of receiving your PIN please contact the DVA. Likewise, should you receive your workshop card and not receive your PIN, please contact us at **DVA.tachographcentres@infrastructure-ni.gov.uk**

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. **You must submit a recent passport-sized colour photograph, so that it can be copied onto your digital tachograph card.**

### **Replacements**

**Replacing cards that have been lost, stolen, damaged or have malfunctioned.**

Fill in section 4b) only if your card has been lost, stolen, damaged or has malfunctioned.

If your card has been lost or stolen, you should report the loss or theft to DVA enforcement section by telephone and confirm in writing (see page 11 for details).

Damaged cards that can no longer be used to calibrate vehicle units must be returned to the DVA enforcement section with a completed application form for a replacement.

If your card has malfunctioned, you must inform DVA enforcement section. 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.

## **Exchange**

### **Changing the name/address, or both on a workshop card**

Fill in section 4d) if you want to exchange your workshop card.

You must get a new card if your name or the workshop address changes.

Please note if you are notifying us of a change of home address, you do not need to exchange your workshop card. Simply fill in relevant details in section 1 and tick the box in section 4.

### **Workshop renewal reminders**

Workshop fitter cards need to be renewed every year (one year validity). A reminder form will be dispatched to the cardholder at the workshop centre address, up to two months prior to the expiry of the current workshop card. If you have not received a reminder form you can use form D778(NI). You will need to ensure that you apply for a renewal before your current card expires and loses the ability to record information. Once the card expires, it can only be used to display, print or download the data held on it.

Please note the renewal reminder is a courtesy service provided by DVA Licensing, and is sent to your last recorded workshop centre address. You, as the workshop fitter, are responsible for ensuring that your digital tachograph workshop card is renewed prior to the expiry of the existing card.

## **Section 5 – Confirming your identity**

### **Only fill in this section if you:**

- hold a NI non-ID checked driving licence (i.e. issued before 1/4/99) but want to have a digital tachograph workshop card
- have a digital tachograph workshop card but need to change the name or photograph on it, or
- do not hold a NI driving licence

The documents to prove your identity must be original documents or an official copy provided by the authority that issued the originals.

We will accept the following documents as proof:

- your current UK Passport or EU Settlement Scheme (EUSS) digital share code or Biometric Residence Permit.

Although this is the type of proof we prefer, do not send your passport if you will need it soon. Send us your UK birth or adoption certificate instead (supported by evidence if your name has changed).

You should consider delaying your digital tachograph workshop card application until you can release your passport to us.

- your UK birth certificate, adoption certificate, or a current passport issued outside the UK, EU or EEA.

If you do not have a UK birth or adoption certificate, or the one that you have does not show your full name or country of birth, contact your local register office. As a birth certificate is not absolute proof of your identity, we may ask you to provide other evidence to allow us to check your identity.

### **Returning your identity documents**

We will send your digital tachograph workshop card within 15 working days of receiving your application. We will then send your proof of identity separately.

Please let us know if you do not receive your identity documents within 10 working days after receiving your digital tachograph workshop card (after that time phone Drivers Enquiry Line on **0300 200 7861**).

If you would like us to send your identity documents by special/recorded delivery, please send us a prepaid, self-addressed, special/recorded 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 two 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 two month period.

## **Section 6 – Signing your photograph**

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

If you are sending a UK Passport or EU Settlement Scheme (EUSS) digital share code or Biometric Residence Permit your colour photo 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 personally for at least two years. That person must not be a relative or partner living at the same address 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 officer
- a civil servant
- a minister of religion
- a magistrate, or
- a local councillor, MP or an MLA.

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



## Your photo

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Your photo must meet the following agreed standards.

### **The photo must:**

- be taken of the full head;
- have been taken in the last month and be a true likeness of you;
- be free from 'redeye';
- be in sharp focus and clear;
- be free of any reflection or glare from glasses;
- be taken against a light grey or cream background;
- be a colour photo – we will not accept black and white photos;
- not be damaged, creased, torn or marked; and
- not have any shadow in it.

### **You must:**

- be facing forward and looking straight at the camera;
- look natural but without expression – your mouth should be closed, you should not be grinning, frowning or raising your eyebrows;
- have your eyes open;
- not wear sunglasses, tinted glasses or have your hair across your eyes;
- not wear glasses if the frames cover your eyes – we recommend that you remove your glasses;
- not have anything covering your face; and
- not wear a hat or head covering unless this is for a medical or religious reason.

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

## **Section 7 – Declaration and signature**

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

### **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

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Any application received directly at DVA Licensing will be returned back to DVA enforcement section, 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 will have a common expiry date.

Further information can also be obtained on the website **www.gov.uk**

### **DL1 Application form**

If you are applying for a NI ID-checked driving licence you must complete a DL1 application form. These are available from Post Office® branches and direct from DVA licensing HQ.

## Where to send your application form

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Workshop card application forms must be sent to:-

### **DVA Enforcement Policy**

**Hydebank House**

**4a Hospital Road**

**Ballydollahan**

**Belfast BT8 8JL**

email:

**DVA.tachographcentres@infrastructure-ni.gov.uk**

**Please note: workshop fitter card applications are free of charge.**

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## When will you receive your digital tachograph workshop card?

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Your digital tachograph workshop card should arrive at your workshop within 15 working days from the day we receive your application form. If your digital tachograph workshop card has not arrived in this time you must contact DVA enforcement.

See page 11 for contact details.

If you have not received your identity documents, you must contact DVA.

- write to:

**Digital Tachograph Section  
Driver Licensing  
County Hall  
Castlerock Road  
Waterside  
Coleraine  
Co. Londonderry  
BT51 3TD**

- phone: **0300 200 7861** between 9am and 5pm, Monday to Friday
- email: **dva@infrastructure-ni.gov.uk**

If you have hearing or speech difficulties and have access to a textphone or Minicom facility, phone **028 7034 1380**. This number will not respond to an ordinary phone.

You will need to give your digital tachograph workshop card number or your full name and date of birth.

When you phone, our Interactive Voice Response System may answer. However, during office hours, you will also be given the choice of speaking to an agent. We record and monitor some calls for training and quality control purposes.