



How to fill in your driving licence renewal form

For more information go to www.gov.uk/browse/driving

Renewal of driving licence after disqualification

You must read booklet INF5D before filling in this form
For more information go to www.gov.uk/driving-disqualifications

D27P

Renewal of your lorry and bus driving licence/entitlement

You **MUST REPLY** to this reminder if 4b on your photocard is expiring
or you want to renew your licence/entitlement, see note 1.

D47P

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Find out about DVLA's online services

Go to: www.gov.uk/browse/driving



Driver CPC is a legal requirement for all professional bus, coach and lorry drivers.

Search **www.gov.uk** for Driver CPC

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 need to provide evidence of their residency status and 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.

The rules changed on 19 January 2013, if you are a full lorry, bus or minibus driving licence holder, you will be issued with a licence valid for a maximum period of five years if you supply a photo or renew your entitlement.

If you have a GB paper licence

- We now only issue photocard licences.
- You must provide a photo and proof of your identity with your application.

You will have received one of the following forms

Renewal of driving licence after disqualification (D27P or D27PH)

You can use this form to apply to renew your driving licence after you have been disqualified. You will not be able to drive until your disqualification is over. The date your disqualification ends is shown on the form.

Renewal of lorry and bus entitlement on your driving licence (D47P)

You can use this form to apply to renew your lorry or bus driving entitlement which will run out shortly. Between the age of 45 and 65 you will have to renew your licence every five years and then every year from 65 onwards.

You **must** send us your current paper driving licence or if you have a photocard licence, return both the photocard and paper counterpart. However, if you need to use it in the near future for driver training, we recommend that you do not include it with your application. When you receive your new licence you must send your old licence to DVLA, Swansea, SA99 1ZW.

Filling in the form

The following sections apply to all renewal forms unless this booklet says otherwise.

If you need to pay a fee, this will be shown in the driving licence fees section on the form.

Section 1 – Your current details

You only need to fill in this section if your details are different from those printed on the form.

The address on the licence must be a GB home address at which you can be contacted.

We do not accept PO box addresses.

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 2 – The licence you want (D27P and D27PH)

If you are applying to renew your licence with car/motorcycle entitlement put a in box A.

If you are applying to renew your licence with lorry/bus entitlement put a in box B. You will need to tell us if you are applying for provisional or full entitlement.

A message on the top right hand side of the renewal reminder form will tell you if a photo is required. If you are applying for your first photocard licence or are a photocard licence holder and you are changing your name, you will need to provide proof of your identity (see section 5).

Section 2 – The entitlement you want (D47P)

You may need to reply to this reminder even if you do not wish to renew your entitlement. To ensure your licence remains valid please see important note I on your application form.

If you want to renew your full entitlement put an against the entitlement you want to renew in 'A'.

If you want to renew your provisional entitlement put an against the entitlement you want to renew in 'B'.

If '4b' on your photocard driving licence is expiring/expired and you want to renew your licence without both full lorry and bus entitlement put an in box 'C'.

A message on the top right hand side of the renewal reminder form will tell you if a photo is required. If you are applying for your first photocard licence or are a photocard licence holder and you are changing your name, you will need to provide proof of your identity (see section 5).

Test pass (D27P, D27PH and D47P only)

Once you have passed a test you **must** send the test pass certificate to us in order to claim your full licence, or;

If your name is correct on your photocard driving licence, you may be able to have a new licence issued automatically once you pass your driving test. Your driving examiner will tell you if you qualify for this.

Note – Claiming a test pass for category C1 will not give you provisional category C1E. To get provisional category C1E entitlement you will need to apply using an ‘Application for lorry, bus or minibus driving licence’ (D2).

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 indicated on your licence. For more information go to

www.organdonation.nhs.uk or phone **0300 123 23 23**.

Section 3 – Your eyesight and hearing

Form D27P and D27PH – You must answer questions **A** and **B**. If you are renewing your lorry or bus entitlement you must also answer questions **C** and **D**.

Form D47P – You must answer questions **A** and **B**. If you are renewing your lorry or bus entitlement you must also answer questions **C** and **D**.

You must be able to read a car number plate (with glasses or corrective 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 corrective 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 currently acceptable for use while driving in Great Britain and it is not acceptable to use a Bioptic device to meet the prescribed eyesight standard. A Bioptic device cannot be used to pass the number plate test.

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, textphone.

Lorry, bus and minibus 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 eye (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) dioptries.
- You must have a horizontal visual field of at least 160 degrees, the extension should be at least 70 degrees left and right and 30 degrees up and down. No defects should be present within a radius of the central 30 degrees.

An optician will be able to tell you about this.

Lorry, bus and minibus 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.

Your conduct

If you answer yes to the second question, please give full details in the space provided or on an extra sheet.

What to tell us about

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

When applying for these licences, applicants must declare any findings of guilt, fixed penalties and cautions for offences relating to driver's hours, vehicle roadworthiness 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 relating to driving e.g. assault.

If you are under 21 years of age, any findings of guilt, fixed penalties and cautions 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 a lorry or bus. In doing so, 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

You must tell us if you have ever had, or currently suffer from any of the conditions listed on the application form. If you don't, you could have to pay a fine of up to £1000.

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.gov.uk/driving-medical-conditions

If you tell us about a medical condition we will send you a questionnaire to fill in when we receive your application. To save time, you can download a questionnaire from www.gov.uk/health-conditions-and-driving and send it with your application.

Important medical information (forms D27P, D27PH and D47P)

If you have sent us a D4 in the last 12 months, do not send one now.

For lorry and bus drivers only, you need a 'Medical Examination Report' (D4) if:

- your previous entitlement has run out or has less than three months to run
- you will be 45 or over when the new entitlement begins, or
- you need provisional lorry or bus entitlement.

Note: If you are renewing your licence after some alcohol-related offences (D27PH), this is in addition to the medical examination that you will be required to undertake.

Important medical information (form D27PH only)

You will have to satisfy our doctors that you are medically fit to drive before you can get your licence back. Please see note A on the D27PH.

Section 5 – Your proof of identity

Part A – Digital UK passport holders only

If you are giving your permission for us to contact Her Majesty's Passport Office (HM Passport Office) please enter your UK passport number and sign the declaration in this section. **Do not send us your 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 HM Passport Office. You must enclose identification document(s) listed in Part B of section 5 on the application form.

If you **do not** have a **UK passport** or you do not give us permission to contact HM Passport Office, **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 opposite 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 current 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, or
 - a letter from the Department for Work and Pensions confirming your eligibility for the State Pension and showing your National Insurance number.
- **UK Certificate of Naturalisation.**

Document(s) to verify a change of name and/or gender

If your name and/or gender is different from that shown on your UK passport, current photocard licence or the document you are enclosing, 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), or
- 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) 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 delivery 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 HM Passport Office 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 your photo.

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

The person signing the photo must:

- have known the applicant and can confirm it is a true likeness
- not be a relative, and
- not be a person living at the same address.

Suitable people who can sign your photo include the following:

- 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 photos.

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

Your photo

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

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

Where to send your application

| | |
|--------------|--|
| D27P | Send your application form to: DVLA Swansea SA99 1AA. |
| D27PH | Send your application form to: DVLA Swansea SA99 1DL. |
| D47P | Send your application form to: DVLA Swansea SA99 1BR. |

However, if you have told us about a medical condition in the 'Your health' section, send the form to:

Drivers Medical Group, DVLA, Swansea, SA99 1DL.