

Mr Williams

Email us at: foi@dvla.gsi.gov.uk
Website: www.gov.uk/browse/driving

Your Ref:
Our Ref: FOIR4115

Date: 8 September 2014

Dear Mr Williams

Freedom of Information Request

Thank you for your e-mail dated 27 August requesting information under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

Could you please provide up-to-date copies of the following leaflets:

**D100
INF1D
INF2D
INF4D
INF5D
INF46
INS160**

Please find attached up to date copies of the leaflets D100, INF1D, INF2D, INF4D, and INF5D. INF46 has not been provided as your e-mail of 27 August at 18.55 stated you had located this document, in relation to the INS160 leaflet, this was sent out to accompany the new V5Cs which is no longer available as it is obsolete.

Could you confirm if there is a D3 application form in current use and if so could you also provide the relevant guidance notes/leaflet (I presume this would be INF46)

There is a D3 application form which is an application for a photocard driving licence, photo and identity details only. This is sent out when the driver sends in a paper licence for a change of address. As DVLA no longer issues paper licences, the Agency will automatically send out an application form for the driver to apply for a photocard driving licence.

There was an accompanying information leaflet, but the information it contained is now included in the form itself.

The following links re-direct you to where the information currently sits on GOV.UK. Some of the documents are no longer available to download as the information is available as content pages on GOV.UK rather than in PDF formats.

D100 - information is on GOV.UK at <https://www.gov.uk/browse/driving/driving-licences>

INF1D - is included in the D1 pack <https://www.gov.uk/dvlaforms>

INF2D – is included in the D2 pack <https://www.gov.uk/dvlaforms>

INF4D - available on GOV.UK at <https://www.gov.uk/government/publications/medical-examination-report-d4-information-and-useful-notes>

INF5D - information is on GOV.UK at <https://www.gov.uk/browse/driving/driving-licences>

INF46 - information in on GOV.UK at <https://www.gov.uk/personalised-vehicle-registration-numbers>

INF160 - this leaflet was sent out to accompany the new V5Cs which is no longer relevant.

Could you also provide a full list of leaflets (i.e. which are intended for the general public) which are currently in use by DVLA.

Please find attached the list of driver and vehicle forms available to the public. The following link also provides the forms available to download on GOV.UK. <https://www.gov.uk/dvlaforms>

The information which follows concerns the copyright conditions that apply to any information provided by the Agency and the procedures for making any complaint you might have about the reply. Please quote the reference number of this letter in any future communications about it.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R. Toft', with a stylized flourish extending from the end.

Robert Toft
Head of Data Sharing Policy & Freedom of Information Team

PROCEDURES FOR HANDLING FREEDOM OF INFORMATION REQUESTS

Copyright Conditions

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example, commercial publication, would require the permission of the copyright holder.

Most documents produced by a government department or DVLA will be protected by Crown Copyright. Most Crown Copyright information can be re-used under the Open Government Licence (OGL) (<http://www.nationalarchives.gov.uk/doc/open-government-licence/>). For information about the OGL and about re-using Crown Copyright information please see The National Archives website at <http://www.nationalarchives.gov.uk/information-management/uk-gov-licensing-framework.htm>

Copyright in other documents may rest with a third party. For information about obtaining permission from a third party, see the Intellectual Property Office's website at www.ipo.gov.uk

Complaints

If you are unhappy with the way in which your request for information has been handled, about the decision not to disclose all or part of the information requested and/or that the DVLA has not complied with its FOI publication scheme, you have the right to complain within two calendar months of the date of this letter. You may complain by writing to the Freedom of Information Team, DSPG/FOI, D16, DVLA, Swansea, SA6 7JL or e-mail foi@dvla.gsi.gov.uk.

Your complaint will be acknowledged and you will be advised of a date by which you should have received a response. Initially, your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that person decides that his/her decision was correct, your complaint will automatically be referred to an independent official who will conduct a further review (an Internal Review). You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the Internal Review, you have the right to apply directly to the Information Commissioner for a decision by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

