



## Work instructions

Title: Diplomatic Vehicle Registration Document and Diplomatic Number plates		
Applies to: Administration – Human Resources Sector		
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### 1. Changes since last revision

WIN revision. Change of format according to new corporate identity and update of content due to restructuring, change of procedures and new forms.

### 2. Records

Forms listed below are available in Personnel:

- V55/4 – *Application for a first licence for a new motor vehicle and declaration for registration*
- V55/5 – *Application for a first licence for a used motor vehicle and declaration for registration*
- V117/1 – *Application for Diplomatic Registration Document*
- V267 – *Declaration that a vehicle is new (Declaration of newness)*
- VAT 414 – *Motor Vehicles Brought into United Kingdom from within the European Community*
- VAT 415 – *New means of Transport: Notification of Acquisition*
- Declaration for Export only form

All related documents are saved in DREAM/Business Classification Scheme folder 07.06.

### 3. Instructions

Only non-resident staff members (*Temporary Agents/Contract Agents who have been in the UK for less than six months prior to starting a contract at the EMA*) and/or their spouse are entitled to register two vehicles (per household) with Diplomatic Number plates.

#### To register an imported vehicle with Diplomatic Number plates

##### ***New vehicle***

1. Following the importation of a new and/or tax free vehicle, Personnel gives forms V55/4, VAT 267 and VAT 415 to be completed by the staff member.



2. Staff member returns the completed forms (V55/4, V267 and V415) and provides to Personnel the following documents:
  - Original foreign registration document
  - Original UK vehicle insurance (vehicles can be insured with just the Chassis number)
  - Original certificate of conformity
  - Original invoice of purchase of vehicle
  - Applicant's copy of Form C426(3) stamped
3. Offer to provide staff member with a certificate as their original registration document needs to be sent to the DVLA. Attach a certified copy (certified by Personnel secretary) of the original registration document to the certificate.
4. Personnel takes a copy of all documents and sends the originals together with a standard cover letter (Business Classification Scheme folder 07.06) by recorded mail to the DVLA, Wimbledon Vehicle and Registration office, Diplomatic section, Connect House, 137 Alexandra Road, Wimbledon SW19 7JY.
5. DVLA returns all the original documents and issues V117 Diplomatic Vehicle Registration Document and Diplomatic Number Plates (the plates are being sent separately, sometimes directly to the staff member).
6. Personnel updates List of Diplomatic Plates list in DREAM (Business Classification Scheme folder 07.06) and files a copy of the Diplomatic Registration Document on BCS folder 07.06.

### ***Second hand***

1. Personnel gives forms V55/5 and VAT 414 to be completed by the staff member.
2. Staff member returns the completed forms (V55/5 and VAT 414) and provides Personnel with the following documents:
  - Original foreign registration document
  - Original UK vehicle insurance (Vehicles can be insured with the Chassis number)
  - Original certificate of conformity (or if unavailable the Declaration for export only form)
  - Original MOT certificate if the vehicle is older than 3 years.
3. Offer to provide staff member with a certificate as their original registration document needs to be sent to the DVLA. Attach a certified copy (certified by Personnel secretary) of the original registration document to the certificate.
4. Personnel takes a copy of all documents and sends the originals together with a standard cover letter (Business Classification Scheme folder 07.06) by recorded mail to the DVLA, Wimbledon Vehicle and Registration office, Diplomatic section, Connect House, 137 Alexandra Road, Wimbledon SW19 7JY.
5. DVLA returns all the original documents and issues V117 Diplomatic Vehicle Registration Document and Diplomatic Number Plates (the plates are being sent separately, sometimes directly to the staff member).
6. Personnel updates List of Diplomatic Plates list in DREAM (Business Classification Scheme folder 07.06) and files a copy of the Diplomatic Registration Document on BCS folder 07.06.

## **Non - Import UK vehicle registration document with Diplomatic Vehicle registration**

### ***New car***

1. The garage dealer organises the dispatch of Diplomatic Registration document and number plates.
2. Staff member informs Personnel of Diplomatic Registration Number.
3. Personnel updates List of Diplomatic Plates list in DREAM (Business Classification Scheme folder 07.06).

### **Used car**

1. Personnel gives form V117/1 form to be completed by the staff member.
2. Staff member returns the completed form (V117/1) and provides Personnel with the following documents:
  - Original V5C Registration Document
  - Original UK vehicle insurance
  - Original MOT certificate if the vehicle is older than 3 years.
3. Personnel takes a copy of all documents and sends the originals together with a standard cover letter (Business Classification Scheme folder 07.06) by recorded mail to the DVLA, Wimbledon Vehicle and Registration office, Diplomatic section, Connect House, 137 Alexandra Road, Wimbledon SW19 7JY.
4. DVLA returns all the original documents (except for the V5C registration document) and issues V117 Diplomatic Vehicle Registration Document and Diplomatic Number Plates (the plates are being sent separately, sometimes directly to the staff member).
5. Personnel update List of Diplomatic Plates list in DREAM (Business Classification Scheme folder 07.06) and files a copy of the Diplomatic Registration Document on BCS folder 07.06.