

## Driver Fair Processing Declaration Form

When placing your order for a new car, your dealer will need the licence details of your proposed named drivers, including yourself if you wish to drive. If you already have a Motability Scheme car you will still need to provide these details even if you are not making any changes to your current drivers. Before you can proceed with your application, all proposed named drivers will need to confirm they will abide by the Scheme guidelines and acknowledge the fair processing declaration to have their licence checked against the DVLA driver licence database.

Your proposed named drivers will need to be with you when you place your application for a new car. In exceptional circumstances if your proposed drivers are not able to go with you this form must be completed and signed in full and taken to your dealer along with a copy of their driving licence. **Please note, you are only required to complete this form if your proposed named drivers are not present at the time you place your order.**

### Proposed Named Driver 1

#### Driver details (to be completed by named driver)

Surname:  Forename(s):

Date of Birth:  /  /

Driver licence number:

Current address:	Address on licence (if different)*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>

Licence start date:  /  /  Licence end date:  /  /

\*It is a legal requirement to inform DVLA of any changes to your address.

#### Statement of Responsibilities

Being the person referred to above, I understand and confirm that I will abide by the following rules:

- The car will only be used for the benefit of the disabled customer
- The car should be kept at the address provided to the dealer when the order is placed
- I will only drive the car if I am listed as a permitted driver on the Certificate of Motor Insurance
- I must have a legally valid driving licence
- I will notify Motability Operations Ltd or any of their relevant partners of any change in circumstances that may affect the above.

#### Data protection

Being the person referred to above, I understand that Motability Operations Limited will ask DVLA for my driver record information, as and when they require, for the purpose of verifying the driver record information provided and eligibility to be a named driver on the Motability Scheme for insurance purposes. I understand DVLA will disclose to Motability Operations Limited all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant).

This declaration will expire when I cease to drive in connection with the Motability Scheme or in any case, three years from the date of my signature.

Signature:  Date:  /  /

#### Motability Scheme dealer to complete:

Customer Reference Number (CRN):

Completed forms must be sent to us within seven days of the order being placed, via email or post.

**Email:** driverform@motabilityoperations.co.uk with 'Driver Form' in the subject line

**Post:** Dealer Correspondence and Support Team, Motability Operations Ltd, PO Box 311, Bristol, BS16 0BB

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### Proposed Named Driver 2

#### Driver details (to be completed by named driver)

Surname:  Forename(s):

Date of Birth:  /  /

Driver licence number:

#### Current address:

  
  

Postcode:

#### Address on licence (if different)\*

  
  

Postcode:

Licence start date:  /  /  Licence end date:  /  /

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