



# Application to transfer **or** retain a vehicle registration number

For more information go to

[www.gov.uk/personalised-vehicle-registration-numbers](http://www.gov.uk/personalised-vehicle-registration-numbers)

V317

You must read the attached Guidance notes before you fill in this form. Please use black ink and CAPITAL LETTERS.  
If you download this form you must submit both application pages when you apply.

**1** What are you applying for? Put  in the box that applies. See guidance note A.

To transfer the vehicle registration number directly to another vehicle – fill in sections 2 and 3. The fee is £80.

To retain (keep the use of) the vehicle registration number on a Retention Document – fill in section 2 and 4. The fee is £80.

**2** Details of the vehicle that the registration number is being transferred or retained from

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

### Registered keeper's details

Title or company name:   
Full name:   
Full Address:   
  
Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes.

You must include the following documents for the vehicle in section 2

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62).

**Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

**3** Details of the vehicle the vehicle registration number is being transferred to

Vehicle registration number:

Make:  Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

### Registered keeper's details

Title or company name:   
Full name:   
Full Address:   
  
Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes.

You must include the following documents for the vehicle in section 3

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62), or 'Application for a first vehicle tax and registration of a new motor vehicle' (V55) (if it is an unregistered vehicle).

**Note:** If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

### Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

