



How to fill in your Application for a lorry, bus or minibus driving licence (D2)

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



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For confidentiality reasons, it is not possible to release driver numbers or personal details via email replies.

The D2 application form only relates to driving lorries, buses and minibuses.

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.

If you have a GB paper licence:

- We now only issue photocard licences.
- If you do not have a photocard licence, you must provide a photo and proof of your identity.

Section 1 – What are you applying for?

Provisional

You must have full car entitlement (category B or BE) before you can apply for provisional lorry or bus entitlement. If you have never had a lorry or bus licence, you must get a licence showing provisional category C/C1 (lorry) or D/D1 (bus) entitlement before you can start to learn to drive lorries or buses.

You must provide the following with your application:

- Your full car driving licence or your provisional licence and car test pass certificate.
- A 'Medical Examination Report' (D4) filled in and signed by an optometrist/optician and a doctor.
- The D4 is also needed when applying for additional provisional entitlement or when a D4 has not been submitted within the last 12 months.

Military drivers

Put a cross in the appropriate box(es) to show full time or part time and what entitlement you want.

Full time

- Putting a cross in 'All ordinary driving licences' will give you provisional entitlement for all categories AM, A, B, BE, f, g, h, k, and q.
- Putting a cross in 'All lorry' will give you provisional entitlement for categories C1, C1+E, C and C+E.
- Putting a cross in 'All bus' will give you provisional entitlement for categories D1, D1+E, D and D+E.

Part time

Part time military drivers must have a full category B driving licence and may only apply for categories C, C1, D and D1.

To change my name, address or gender on my licence

If your name, address or gender has changed since you got your last licence, give your new and old details in section 2 of the D2. You will need to provide proof of your name change – see section 5 on the D2 for details.

You must also send us your current paper driving licence or if you have a photocard licence, return both the photocard and the paper counterpart.

If you have lost either part of your photocard licence or your paper licence, you will need to apply for a replacement photocard licence and pay the relevant fee.

To replace my licence as it has been lost, stolen, defaced or destroyed

You can apply for a replacement licence if the original has been lost, stolen, defaced or destroyed. Please put a cross in the appropriate box.

You must return a defaced licence.

Important – if you find or get your old licence back after asking us for a replacement, the old licence will no longer be valid and you must return it with an explanatory note to:

**DVLA
Swansea
SA99 1AB.**

To renew my licence at age 70 or over

Please put a cross in the appropriate box and give the details the form asks for.

To renew my licence

Please put a cross in the box to those that apply. You must send us your current paper driving licence or if you have a photocard licence, return both the photocard and paper counterpart.

A D4 (medical) is needed when renewing:

- lorry or bus entitlement from age 45 (normally every five years up to age 65, then annually),
- entitlement to drive lorries over 3.5 tonnes (C1) or minibuses with 9-16 seats not for hire or reward (D1)* when the driver is aged under 70 and who has been issued with a short period medical licence, and
- C1 and D1* entitlement for all category B drivers over the age of 70 and voluntary minibus drivers over the age of 70.

*Hire or reward includes any payment by or on behalf of passengers that gives them the right to be carried.

If you are under 21 years of age, any penalty points recorded against you may prevent you from holding lorry entitlement. (See section 'Your conduct').

Note: If you are a full lorry, bus or minibus licence holder and you currently hold a 10 year licence, either supplying a photo or renewing your

entitlement will result in the issue of a new five year licence. If you currently hold a five year licence, supplying a new photo will not extend your licence expiry date (shown in 4b on your licence).

To renew my provisional entitlement

Please put a cross in the box to those that apply.

If applying:

To renew my licence for medical reasons

To apply for entitlement to drive vehicles between 3.5 – 7.5 tonne put a cross in the box for C1 only. To drive minibuses (not for hire or reward) tick C1/D1, in both cases you must meet the higher medical standards for driving lorries and buses. A D4 Medical Examination Report is required at first application, at age 70, then every three years after that.

To renew my licence as it was revoked

Please put a cross in the box to those that apply and give the details the form asks for.

To renew my licence as I was disqualified

Please put a cross in the box to those that apply and give the details the form asks for.

To exchange my licence

You **must** return your current driving licence. If this has been lost, stolen, defaced or destroyed, put a cross in the appropriate box.

- **After passing a test.**

Please enter the category or categories that you passed a test for. Once you have passed a test you **must** send the test pass certificate (D10) to us in order to claim your full licence. **Note:** You can exchange test passes from Gibraltar.

We will not accept any other test passes.

- **To remove expired endorsement details.**

Please put a cross in the appropriate box.

Please note that any expired endorsements will be removed automatically if applying for any other transaction.

- **To add provisional motorcycle entitlement or remove expired 25kW motorcycle restriction.**

Please put a cross in the appropriate box.

To exchange my paper licence for a photocard licence

You will need to provide proof of your identity (see section 5) and a photo (see section 6 'Your photo'). You will need to return your paper licence with your application.

To exchange my Northern Ireland licence

You will need to provide a current photo of yourself.

You can exchange a full Northern Ireland licence or a provisional with a valid test pass certificate, for a GB licence. Alternatively you can continue to use your Northern Ireland licence here until it expires.

You can get further information from

www.gov.uk/browse/driving or from leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning 0300 790 6801.

To exchange my non-UK licence for a GB licence

If you exchange your non-UK licence you must send us your current one. We cannot return it to you.

If you are applying to exchange a licence from another country you **MUST** put the country of issue and country where you passed your driving test in section 1 'To exchange my non UK licence for a British one'.

If you also want to add provisional entitlement as well as exchanging a non-UK licence, you need to fill in the relevant parts of both the 'Provisional' and 'Exchange' sections.

You can exchange a full driving licence (showing European categories) issued within the European Union (EU) or European Economic Area (EEA) for the equivalent GB licence. At the time of your application, your licence must not be withdrawn or suspended (for disqualification or other reasons).

Sometimes other EU or EEA countries issue licences, which show that driving may be subject to limitations for medical reasons. For instance, the limitation might be that the licence holder is only allowed to drive during daytime. UK does not normally grant licences with such limitations and may need to investigate the relevant medical circumstances before granting the licence.

Note: If you are an EU/EEA licence holder aged under 45 with a current lorry/bus entitlement, you do not need to send in a D4.

You can exchange licences issued in the Channel Islands and the Isle of Man as long as they were issued after 1 April 1991. You will need to fill in a D4 regardless of your age.

You can exchange test passes from Gibraltar provided the test was passed within two years of the date of applying for your GB licence.

We will not accept any other test passes.

Not all licences can be exchanged. You can get further information from www.gov.uk/browse/driving or from leaflet 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning 0300 790 6801.

Section 2 – Your details

Please fill in the relevant parts of this section.

The address on the licence must be a GB home address at which you can be contacted. **We do not accept PO Box addresses.** For information on residency see page 3 of this booklet.

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 3 – Your eyesight and your hearing

You **must** fill in this section and section 'Your health' even if you have filled in a 'Medical Examination Report' (D4) unless you are **only** applying to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed, or
- exchange your GB licence.

However, if you can no longer meet the eyesight standards required, you must notify us and can use this section on your application form to do so.

There are extra eyesight standards for those who drive medium or large vehicles, minibuses or buses.

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 (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 full binocular field of vision.

An optician will be able to tell you about this.

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 a textphone.

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 (phone **0300 790 6807**).

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 shown on your licence. For more information go to www.organdonation.nhs.uk or phone **0300 123 23 23**.

Your conduct

If you are applying to renew your licence after being disqualified from driving in the United Kingdom or another country, please give details of your disqualification.

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

When applying for these licences, applicants must declare any findings of guilt, fixed penalties and cautions for offences relating to drivers' hours, vehicle road worthiness 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 related to driving, for example, assault.

If you are under 21 years of age, penalty points 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 lorries or buses. In so doing 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** fill in this section and section ‘Your eyesight and hearing’ even if you are sending in a ‘Medical Examination Report’ (D4) unless you are **only** applying to:

- change your name and/or address/gender
- replace your licence as it has been lost, stolen, defaced or destroyed, or
- exchange your GB licence.

However, if you have developed any of the medical conditions listed on your D2 application form, you must notify us and can use section 4 of your application form to do so.

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

You must tell us immediately about a relevant condition or a condition getting worse. You could have to pay a fine of up to £1000 if you do not.

Section 5 – Your proof of identity

Part A – Digital UK passport holders only.

If you are giving your permission for us to contact the Identity and Passport Service (IPS) please enter your digital UK passport number and sign the declaration in this section. **Do not send us your digital 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 IPS. You must enclose identification document(s) listed in Part B of section 5 on the D2 application form.

If you **do not** have a **digital UK passport** or you do not give us permission to contact the IPS, **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 on the next page 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 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.
 - A letter from the Department for Work and Pensions confirming your eligibility for the State Pension and showing your NI number.
- **UK Certificate of Naturalisation**

Documents to verify a change of name and/or gender

If your name and/or gender is different from that shown on your current driving licence 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)
- 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) you provide 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.

Note: When submitting an identity document please note that it is an offence under Section 4 of the Identity Documents Act 2010 to be in possession of an identity document that is known to be false, improperly obtained or relates to somebody else. **If found guilty under this section this can lead to up to 10 years imprisonment.**

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 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 IPS 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 the photo.

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

The person signing the photo must:

- know you personally
- not be a relative, and
- not be a person living at the same address.

Suitable people include:

- 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 photocard driving licence applications.

You do not need someone to sign your photo if you are renewing your licence with a new photo.

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

Licences from other countries

You can exchange a Northern Ireland full or provisional licence with a valid test pass for a GB licence, or you can use your Northern Ireland licence here until it runs out.

For licences from Canada, if you provide evidence from the relevant authority that you passed a test in a manual vehicle in that country, we will issue a licence that allows you to drive both manual and automatic vehicles. Without this evidence, licences will be limited to automatic vehicles only.

You may exchange test passes from Gibraltar and Northern Ireland if the test was passed within two years of the date of applying for your GB licence.

We can only exchange lorry or bus licences where the driving test was taken in an EU or EEA country or Gibraltar.

If you have a licence from any other country you can get information from

www.gov.uk/browse/driving or from leaflet

'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can order by phoning **0300 790 6801**.

Medical Examination Report (D4)

This form can be downloaded from

www.gov.uk/browse/driving or you can get them from Offices of the Traffic Commissioner and DVLA Swansea.

Vehicle categories

Large/Medium-sized vehicles

Description	Category
Vehicles over 3500kg with a trailer up to 750kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver.	C
Vehicles between 3500kg and 7500kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer up to 750kg.	C1
Vehicles over 3500kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer over 750kg.	C+E
Vehicles between 3500kg and 7500kg with a trailer over 750kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver – combined weight not more than 12000kg.	C1+E
Buses/minibuses	
Description	Category
Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer up to 750kg.	D
Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding eight metres with a trailer up to 750kg.	D1
Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding 8 metres with a trailer over 750kg, provided that the MAM of the combination formed does not exceed 12000kg.	D1+E
Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer over 750kg.	D+E

Offices of the traffic commissioner

Contact details

Scotland	Level 6, The Stamp Office, Waterloo Place, Edinburgh EH1 3EG. Phone: 0300 123 9000 Fax: 0131 229 0682
North Eastern	Hillcrest House, 386 Harehills Lane, Leeds LS9 6NF. Phone: 0300 123 9000 Fax: 0113 249 8142
North Western	Suite 4, Stone Cross Place, Stone Cross Lane, Golborne, Warrington WA3 2SH. Phone: 0300 123 9000 Fax: 01942 728 297
Eastern	Eastbrook, Shaftesbury Road, Cambridge CB2 8BF. Phone: 0300 123 9000 Fax: 01223 309 681 (Comp)
Western	Jubilee House, Croydon Street, Bristol BS5 0GB Phone: 0300 123 9000 Fax: 0117 929 8352
West Midlands & Wales	38 George Road, Edgbaston, Birmingham B15 1PL Phone: 0300 123 9000 Fax: 0121 456 4250 (Lic) 0121 456 3513 (Comp)
South Eastern & Metropolitan	Ivy House, 3 Ivy Terrace Eastbourne, BN21 4QT. Phone: 0300 123 9000 Fax: 01323 726 679

Data Protection

DVLA processes personal information in accordance with the requirements of the Data Protection Act 1998 and associated legislation. The information on the driving record may be shared with Government organisations and law enforcement agencies, in and outside the UK for crime purposes, research or where there is a legal power to do so. Third parties may check driving entitlement with your consent.

Save time – Do it online!

- **Driving licences** – update, replace or renew your driving licence online
- **Personalised registrations** – buy a registration number and benefit from our after sales service
- **Vehicle tax** – tax your vehicle or make a Statutory Off Road Notification (SORN).

For more information on all DVLA's online services visit:

www.gov.uk/browse/driving

