

**Re: UNAVAILABILITY OF A DRIVING LICENCE**

**Non-production of a full UK driving licence or a provisional driving licence \* in the customer's current address OR a full EU/Designated Country driving licence has proven to be the largest single cause of point of sale motor finance fraud.**

**Therefore, in the case of a UK national, this form MUST be supported with a valid UK passport, or in the case of a serving military person, a service/identity document.**

**Please note that no other forms of identity document are acceptable.**

Where the customer has misplaced their FULL UK driving licence, the following must be completed and accompany their valid and up to date copy passport: -  
I am unable to provide a copy of my current full UK driving licence due to the following reason:

*(Please place a tick for the correct reason)*

- I do not hold a UK driving licence .....
- My driving licence has been forwarded to DVLA in Swansea for:
  - 1) Change of address .....
  - 2) Penalty points to be added .....  
(A photocopy of the fixed penalty notice must be attached)
  - 3) Other (please give reason below) .....  
Reason:
- I have lost/misplaced my driving licence and I am in the process of ordering a replacement .....

Customer signature

Witness signature

Signed .....

Signed .....

Name .....

Name .....

Address .....

Address .....

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In the case of EU nationals and non EU nationals (inc. designated countries) failure to provide a valid full driving licence will mean the transaction cannot proceed. Additionally, driving licences of any type from outside the EU – or designated countries – are not acceptable at any time.

\*Provisional driving licences are acceptable in certain circumstances.

If you require guidance on this matter, please call Carlyle Finance on 0844 7704438 and select option 4 – we recommend you take this action before you release the car.