



Register of number plate suppliers (RNPS) Record Sheet

These records must be kept for 3 years and made available for a police officer or representative of a local authority to inspect at any reasonable time.

Company Name _____

SID Number _____

Records from _____

Records to _____

You must obtain one proof of identity and one proof of entitlement, a traceable number must be taken from original documents, not copies.

Proof of identity codes

- (a) Driving licence, with or without a photo (whether or not issued in the United Kingdom Electricity, gas, water, landline phone, council tax bill or rates bill in Northern Ireland (issued within the last six months)
- (b) Bank or building society statement (issued within the last six months)
- (c) Passport (whether or not it was issued in the United Kingdom)
- (d) National identity card issued by the government of a state or of a territory (other than the United Kingdom)
- (e) Debit or credit card issued by a bank or building society
- (f) A police warrant card
- (g) An armed forces identity card

Proof of entitlement codes

- (a) V5C Registration certificate (preferred)
- (b) V5C/2 New keep supplement
- (c) V750 certificate of entitlement to a mark
- (d) V778 Retention document
- (e) V11 vehicle re-licensing reminder
- (f) V379 (Temporary Registration Certificate)
- (g) V948/eV948 Number Plate Authorisation Certificate with official DVLA/DVSA stamp
- (h) A letter of authorisation from lease or hire companies, including fleet operators. The letter must quote the document reference number from the V5C
- (i) A View Vehicle Record (VVR) from lease or hire companies including fleet operators, The VVR must quote the DVLA document reference number, where the V5C has been suppressed.
- (j) Record of the insurer's name, reference and policy numbers (for repairs approved by an insurance company)

Customer name _____

Home Address _____

Registration _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Home Address _____

Registration _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Home Address _____

Registration _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Home Address _____

Registration _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____