

## **DVLA REGISTRATION – GUIDANCE NOTES**

### **(Using your eFOLDi Explorer (MK1.5) Scooter on the road)**

If you want to use your eFOLDi Explorer (MK1.5) Scooter on the road you'll need to register it as Class 3 Mobility Scooter with the DVLA. We've put this guide together to help you register your scooter.

You will need the V55/4 form which you can download from our website and a Certificate of Newness which will have been supplied with your scooter.

There is no charge for registration and your eFOLDi Explorer (MK1.5) Scooter will not be required to display number plates (though a vehicle registration will be supplied on your registration document).

You should also consider having your vehicle insured for use on the public highway. While there is no legal requirement to carry insurance we strongly recommend all scooter users have suitable insurance to protect themselves, their scooter and other road users.

#### **1. The V55/4 Form**

In order to register your eFOLDi Explorer (MK1.5) Scooter with the DVLA, you will need to complete the V55/4 Form. If you have downloaded this from our website we have already completed some relevant sections for you, so all you need to do is complete the following sections only (marked with a red 'X'):

**Original Dealer** – Enter the Dealers name and address where the scooter was purchased.

(page One, just underneath section 57)

**Section 60** – Enter your name and address together with your contact details.  
(near the top of page two)

**Declaration** – Sign and date the form  
(near the bottom of page two)

#### **2. Documents**

You will need to supply a photocopy of your photocard driving licence with the V55/4 Form.

If you can't do this, you must send in photocopies of one document that proves your name and a second document that proves your address.

Documents the DVLA will accept to confirm your Name are:

- your current DVLA paper Driving Licence
- your UK/EU Passport
- your Birth Certificate
- your Marriage Certificate
- your decree nisi or decree absolute

## **2. Documents (contd.)**

Documents the DVLA will accept to confirm your Address are:

- A gas, electricity, water or landline phone bill issued in the last 3 months'
- A council tax bill for the current year
- A bank or building society statement issued in the last three months
- A medical card/letter

## **3. Certificate of Newness**

Your eFOLDi Explorer (MK1.5) Scooter has been supplied with a 'Certificate of Newness'. It has the unique Frame number of your scooter on it. This must also be sent along with the V55/4 form to DVLA. If you do not have this Certificate please contact your dealer or Suntech UK directly (if purchased from us)

## **4. Stamped and Self-addressed Envelope**

If you have supplied original documents as proof of identity and wish these returned you must include with your application a pre-paid envelope for the return of the documents.

## **5. Sending the Forms to DVLA**

Once you've completed and signed the V55/4 you should send it and the accompanying documents to DVLA Swansea SA99 1BE. There is no application fee to pay. Check that you have included the following:

- 1 - Completed and signed V55/4 Form
- 2 - Proof of identity and address
- 3 - Certificate of Newness
- 4 - Return pre-paid envelope (if you require original documents to be returned)

## **What happens next?**

If your application is approved the DVLA will issue a Vehicle Registration Certificate (V5C) showing you as the Registered Keeper approximately 4-6 weeks later.

If you have supplied original documents and these have not been returned within one month of application, you must contact the DVLA directly otherwise it may not be possible to recover the original documents.

If you do not receive any documents within 6 weeks you should contact DVLA direct: 0300 790 6802