

REGISTER OF NUMBER PLATE SUPPLIERS (RNPS) RECORD SHEET

SAMPLE TEMPLATE – This template is for guidance only. This information must be recorded but suppliers may hold the information in whatever format they choose.

Company Name

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Supplier Identity Number

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Vehicle Registration Mark

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Customer's Name	
Address	
Post Town	Postcode

Proof of identity codes

- A = Driving Licence
- B = Utility, telephone or council tax bill
- C = A bank or building society statement
- D = Passport
- E = Foreign National Identity Card
- F = Debit or Credit Card
- G = A police warrant card
- H = An armed forces identity card

Proof of entitlement codes

- 1 = Registration Certificate (V5C)
- 2 = Tear off slip V5C/2 section 10 of the V5C
- 3 = Certificate of entitlement to a mark (V750)
- 4 = Cherished transfer retention document (V778)
- 5 = Vehicle licence renewal form (V11)
- 6 = Temporary registration certificate (V379)
- 7 = Authorisation Certificate (V948) with Official DVLA stamp
- 8 = A letter of authorisation from Fleet Operators (including a lease/hire company) quoting the document reference number from the V5C
- 9 = Record of the insurer's name, reference and policy number (for repairs approved by an insurance company).

A traceable number taken from **original documents**, not copies.

Proof of identity codes	Serial / Issue Number	Proof of entitlement codes	Serial / Issue Number

Signature (salesperson) _____ Date _____

PRINT NAME _____

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.