



Applying for a Vocational Licence

1. Use the right form

First vocational applications require a D2 form along with a D4 medical questionnaire.

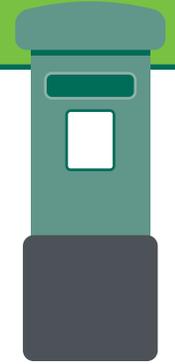
2. Complete the form correctly

You can find a handy guide to completing the form at <https://www.youtube.com/watch?v=psWqG7WeAuo>
Remember to sign and date your form.



3. Use the correct postcode SA99 1BR

Using the wrong postcode will delay your application.



4. Bulk process

If you are a Transport Manager dealing with a number of driver applications within businesses please use the bulk application process and receive a confirmation email when the applications have arrived at DVLA.



5. Double check

1 in 5 of all applications are rejected due to simple mistakes on the form or sections not completed.

Have you completed all of the necessary information on the form and signed it?
Make sure the D4 has been completed in its entirety.



6. Does your application need a photo?

If you do not provide one when required, your application will be rejected.



7. Get back to us ASAP

DVLA may write to you requesting further information. Respond to us as soon as you can.
If you require further medical examinations, don't wait to make an appointment.



8. View and check a driving licence

Once an application has been processed, the driving licence record will be available instantly on www.gov.uk/view-driving-licence Driving licences are valid from the date of issue, so checking this service means you do not need to wait for a licence to arrive. Share codes can also be generated allowing the licence details to be checked by employers.
www.gov.uk/check-driving-information



For renewals

Apply early! You can apply **90 days before** your licence expires. Doing this allows more time for any investigation before your licence expires – make sure your address is up to date so we can send your renewal to the right place.

