

Application for registration as a potential driving instructor

Register of Approved Driving Instructors

Apply online - the quick and easy way by going to:
www.direct.gov.uk



Please read the *Notes for guidance* before completing this form.

Your Details **1**

Please give your criminal record disclosure reference number (if appropriate).

Date of issue of Disclosure:

Have you been registered as a potential driving instructor (PDI) or approved driving instructor (ADI) before? If you have, please quote your personal reference number (PRN).

No Yes

Your ADI Personal Ref Number:

Title:

Mr. Mrs. Miss Ms. Other

First name(s):

Surname:

Home address:

Postcode:

Telephone number (with area code):

Mobile number:

Email address:

Date of Birth:

Correspondence Details **2**

Where would you like us to write to you?

Address:

Postcode:

Telephone number (with area code):

Email address:

Which contact number and email address would you like us to publish on our website?

Home details Correspondence details Do not publish my details

3

What is the driver number on your driving licence?

How many years have you held a full UK, European Union (EU, formerly EEC) licence or non-EU licence?

UK Licence:

 years

EU Licence*:

 years

Non-EU Licence*:

 years

* Please tell us which country.

Is your licence restricted in any way, for example for medical reasons, or for a period of time?

No Yes

If yes, please give details on a separate sheet.

Do you have any disability that we need to know about for taking the qualifying tests?

No Yes

If yes, please give details on a separate sheet.

We suggest you ask your trainer or us for advice about whether you will be able to take the tests, or whether you need to apply to take the tests in an automatic car.

If you are disabled, do you wish to give instruction only in automatic cars?

No Yes

If yes, please send us your *Emergency Control Certificate*.

Have you been disqualified from driving at any time?

No Yes

If yes, please give details below.

Offence(s) (use a separate sheet if necessary):

Exact date of conviction:

Period of disqualification:

Character Details

4

Have you received any fixed penalties for motoring offences within the last four years?

No Yes

If yes, please give details on a separate sheet.

Have you any cautions or convictions (current or spent) for motoring offences?

No Yes

If yes, please give details below.

Offence(s) (use a separate sheet if necessary):

Name of court:

Date of conviction:

Penalty imposed (including any penalty points):

Have you any cautions or convictions (current or spent) for non-motoring offences?

No Yes

If yes, please give details below.

Offence(s) (use a separate sheet if necessary):

Name of court:

Exact date of conviction:

Penalty imposed:

Are you waiting for any kind of court proceedings to be taken against you?

No Yes

If yes, please give details below.

Alleged Offence(s) (use a separate sheet if necessary):

Name of court (if known):

Date of hearing (if known):

Are you now or have you ever been a registered sex offender, or been disqualified from working with children in any way?

No Yes

If yes, please give details on a separate sheet.

Please note that we may contact the relevant court or organisation to check any declarations you have made.

Declaration

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I declare that:

- The details given in this form are to the best of my knowledge true and correct
- I have read the booklet *Your road to becoming an Approved Driving Instructor (ADI 14)*
- I understand that once I have been accepted as a PDI, and during the qualifying process, **I will inform the Registrar's office within seven days if I:**
 - Change my home or business address
 - Receive any cautions or am convicted of any offence, including motoring offences, fixed penalties and non-motoring offences; or
 - Am registered as a sex offender or disqualified from working with children in any way.
- I understand that the parts of the qualifying examination (and if approved for registration, the test of continued ability and fitness) will take place during examiners' normal working hours.

I apply for registration as a PDI.

Warning

If you make a false statement on purpose to become registered, or if you give instruction without having an ADI licence, you may be liable for a fine of up to £2,500.

Signed:

Dated:

You do not have to complete this section

Release of Information:

Outside organisations often ask us for the names and addresses on our database. Before we can supply this information, we are obliged under the Data Protection Act 1998 to ask for your consent. If you give your consent, we would make it a condition that organisations would not, in turn, sell it to anyone else.

I agree to give my consent

Equality and diversity

We recognise and value diversity. We want to ensure all eligible applicants are considered with respect to their own ability and not influenced by other factors. To help us to do this effectively we need to monitor our policies and procedures.

Please tick the box which most applies to you

Arab	<input type="checkbox"/>	Mixed Caribbean and White	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other ethnic background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other mixed ethnicity	<input type="checkbox"/>
Gypsy/Irish or Scottish traveller	<input type="checkbox"/>	Other White background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Mixed African and White	<input type="checkbox"/>	White British	<input type="checkbox"/>
Mixed Asian and White	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Mixed Asian background	<input type="checkbox"/>		
		Gender	
		Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>

Check list - Have you:

- obtained your criminal record disclosure (if appropriate)?
- completed all sections?
- included your Emergency Control Certificate (if appropriate)?
- signed the form?

Now please return the form to:

The Register of Approved Driving Instructors,
Driving Standards Agency, The Axis Building,
112 Upper Parliament Street, Nottingham, NG1 6LP

Contact us if you have any queries: Tel: **0300 200 1122** Email: **adireg@dsa.gsi.gov.uk**

Please read these notes and our booklet *Your road to becoming an Approved Driving Instructor (ADI 14)* **before** you fill in this form. You will be asked to declare that you have read the booklet when you sign the form.

If you have not already had a copy you can buy one by ringing **0300 123 1126** and paying by credit/debit card, or writing to

**Driving Standards Agency, PO Box 280
Newcastle-Upon-Tyne NE99 1FP**

Cheques and postal orders should be crossed and made payable to the Driving Standards Agency. Please visit **businesslink.gov.uk/transport** to check the correct price, or contact us by email or phone.

Section 1: Your Details

It is important that you fill in this section correctly and clearly because we will use the information you give us for your record on the approved driving instructor (ADI) register.

Criminal Record Check

Please note that before you send this form to DSA you should obtain a criminal record disclosure from our contractor UNLESS YOU FALL INTO ONE OF THE CATEGORIES BELOW.

You should NOT obtain your disclosure if:

- You have any endorsements (including disqualifications or more than 3 fixed penalty points) on your driving licence
- Because of a disability you are only permitted to drive vehicles with an automatic transmission.
- You have not held a full UK or European Union driving licence for four out of the last six years.

If you fall into any of these categories this may affect the way in which your application is processed. Please complete your application giving full details and submit it to DSA. You will then be advised when you should obtain a criminal record disclosure.

You should apply for your criminal record check by ringing our contractor, Capita Recruitment Vetting Service, on **0870 850 2455**. They will send you a disclosure application form and guidance on how to complete it. The form should then be returned to them.

When they have checked it to make sure it is completed properly, they will send it to either the Criminal Records Bureau if you normally live in England or Wales, or Disclosure Scotland if you live in Scotland. A criminal record report, or disclosure, will then be sent to you and a copy to our contractor, who will forward it to us.

You do not need to send us your copy of your disclosure - all you need to do is write its reference number in the box on this form.

Having a criminal record will not necessarily bar you from being accepted as a Potential Driving Instructor. Please read our statement on the suitability of ex-offenders to apply to join the Register of Approved Driving Instructors. This is available on the website above and is included in our starter pack. Our statement on how we handle disclosure information is also available on our website above.

ADI 3 - Notes For Guidance (continued)

DSA complies fully with the Criminal Records Bureau and the Disclosure Scotland Codes of Practice. Copies of these are available on request from DSA, or from the www.crb.homeoffice.gov.uk and www.disclosurescotland.co.uk websites.

Section 3: Licence Details

This section asks for details about your driving licence. For ADI purposes you should have held a full licence for at least four out of the last six years. Any car driving licence issued outside the UK, or any time after you passed your driving test before you claimed your full licence counts towards the four years.

A full licence to drive automatic cars also counts towards the four years, but you must usually hold a full UK or European Union (formerly EEC) driving licence to drive a manual car before you can be registered as a potential driving instructor. If your licence has a medical restriction or is restricted for a period of time, please give us details on a separate sheet with this application.

If you hold an automatic licence because you are disabled you may still be able to qualify as an ADI. Once you have passed the qualifying tests you will be restricted to giving driving instruction in automatic cars only. We will need to make sure that you can take control of a car in an emergency.

If you wish to qualify as a restricted ADI, please ask us for the *Emergency Control Assessment* application form. When you have passed your assessment, send your certificate to us with this form.

To accompany a learner car driver you need to be over 21 years old and you must have held a full UK or European Union (EU) car driving licence for more than three years. An EU licence, or a licence from a non-EU country with which we exchange licences, counts towards this three year period. For more details of the exchange scheme you should read section B4 of the Driver and Vehicle Licensing Agency leaflet D100 *What you need to know about driving licences* which you can get from most post offices.

Section 4: Character Details

You need to tell us about any motoring or non-motoring offences (including fixed penalties and cautions). We are entitled by law to ask you to declare spent as well as unspent convictions.

You must also tell us if you are now or ever have been a registered sex offender and/or been disqualified from working with children in any way.

We will take this information into account when considering whether you are suitable to be a driving instructor. If you have declared an offence you should give full details on a separate sheet, including how it happened. It will help the Registrar to make a quicker decision.

Please note that we may contact the relevant court or organisation to check any declarations you have made.

If you are disqualified from working with children, it would be an offence for you to apply to become an Approved Driving Instructor.

Once you are registered as a PDI, you must tell us within seven days of the event about any motoring or non-motoring offences (including fixed penalties and cautions), or if you are registered as a sex offender or disqualified from working with children in any way. We take a very serious view of any failure to do this.

Section 6: Additional Voluntary Information

You do not have to complete any part of this section.

Release of Information:

We are frequently approached by outside organisations, asking for the names and addresses on our database. Before we can supply this information, we are obliged under the Data Protection Act 1998 to ask for your consent. An example of this would be third parties wanting to send marketing information. If you give your consent, we would make it a condition that organisations would not, in turn, sell it to anyone else.

Please tick the box on the previous page if you are happy for us to release your name and address to any company or organisation. You shouldn't tick the box if you don't want us to release your name and address to any company or organisation.

We will still send important information to you.

Ethnic Origin:

We recognise and value diversity. We want to make sure that we consider equally everyone who applies to be an ADI with respect to their own ability whatever their race, nationality, ethnic origin, gender identity, sexual orientation, marital status, age, disability, religion or belief. We want to make sure that this policy is working and take steps to make sure that we make progress within the equality and diversity field.

To do this we need you to answer the questions in this section. Your answers will in no way influence your application to become a potential driving instructor as long as you meet the qualifying criteria.

We will keep this information confidential and only use it for monitoring purposes. We will store this information on our electronic document archive and ADI Register database.

Processing your personal data:

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport.

We use the personal data you give us to help run the Register of ADIs and practical driving test. We also use your details for statistics and analysis to assess equality and improve our customer service.

We must ensure the integrity of the driving test. We may use the personal data you supply for the purposes of preventing or detecting crime and catching or prosecuting offenders. This may include hidden monitoring when appropriate.

We do not disclose or share personal data with any third parties other than in line with the Data Protection Act 1998. This may include, but is not restricted to, disclosure to the police, HM Revenue and Customs, local governments and DVLA. In the case of transfers from DVLA, this may include details of endorsements for the purpose of ensuring that registered ADIs continue to be fit to remain on the register.

For further information, please see our website www.dsa.gov.uk or look for our Notification Document on the Information Commissioner's website www.ico.gov.uk. Our registration number is **Z7122992**.

For official use only

Form checked

Accepted

Incomplete

Warning

Refuse