



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
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 from V5C (V5C/2)
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)

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Customer name _____

Registration _____

Home Address _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Registration _____

Home Address _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Registration _____

Home Address _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____

Customer name _____

Registration _____

Home Address _____

Proof of identity code _____

Serial/Issue Number _____

Proof of entitlement code _____

Serial / Issue Number _____

Signature (sales person) _____

Printed name _____

Date _____