



APPLY FOR DUPLICATE DRIVING PERMIT

IF: DAMAGED, LOST, STOLEN OR THERE IS A CHANGE IN DETAILS ON THE DRIVING LICENCE OR PERMIT AND THE AUTHORISATION TO DRIVE VEHICLES INTENDED FOR THE TRANSPORTATION OF DANGEROUS GOODS.

DOCUMENTS REQUIRED

1st. APPLICATION FORM: official form available at the Jefaturas de Tráfico (Provincial Traffic Departments) and on DGT's website. (www.dgt.es)

2nd. FEE IV.4: €20,20 for driving licences and permits

IV.5: €10.20 for the authorisation to effect transport of dangerous goods

Three methods of payment: online www.dgt.es, by bank card at Traffic Departments and by direct debit from a bank account or in cash at financial institutions (model form 791 available at Traffic Departments and on www.dgt.es)

3rd. PROOF OF IDENTITY AND RESIDENCE:

- > **ID Card or PASSPORT:** valid and original
- > **AUTHORISATION FOR RESIDENCE or IDENTITY DOCUMENT of the country of origin or PASSPORT together with the CERTIFICATE OF INSCRIPTION IN THE ALIENS' CENTRAL REGISTER** for EU foreign nationals: original and valid.
- > **AUTHORISATION FOR RESIDENCE** for non-EU foreign nationals: original and valid.

4th. DRIVING LICENCE OR PERMIT OR AUTHORISATION TO DRIVE VEHICLES INTENDED FOR THE TRANSPORTATION OF DANGEROUS GOODS: the original document, except if lost or stolen.

5th. PHOTOGRAPH (only for driving permits): an original 32 x 26 mm photograph in colour and taken against a plain background, facing forward without anything covering the head, without sunglasses or tinted glasses or any other item which may prevent or make the identification of the person problematic. Veils may be acceptable in photographs of applicants who, for religious purposes, wear a head covering that obscures their hair, with the only limitation that their full face must be visible from the hairline to the bottom of the chin so as not to prevent or make the identification of the person problematic.

6th. CHANGES TO DATA: original document certifying these changes.

SPECIAL CASES

- > **ADDRESS:** If your address changes, please communicate your new address (a new document will not be issued) Please consult our website www.dgt.es to find out whether this change can be communicated from your local Town Council.
The submission of documentation supporting the registration data (address) and IAE (trade tax) may be replaced by an express authorization so that the Directorate General for Traffic can verify such information by telematic means. For that purpose, the applicant must tick the appropriate box in the application form or fill in the express consent form available at the DGT's website or at the Traffic Departments. If DGT does not receive valid information, the applicant must submit documentation in order to remedy this situation.
- > **FOR REPLACEMENT DRIVING LICENCES IN CARDBOARD FORMAT: TALÓN FOTO** duly completed and signed in the appropriate box. It is available at Provincial and Local Traffic Headquarters.
- > **FEE:** Fees will not be charged for notifying a new address, a change in name into the co-official language of the Autonomous Community and a change in name due to gender reassignment. The administrative procedure is free of charge in the case of change to data appearing on the identification documents of natural persons.
- > **REPRESENTATIVE:** If the holder of the driving licence does not present the documents, his/her representative must present his/her original ID card and the authorization of the interested person to be able to complete the procedure, specifying that it is free of charge.

(Last update: 08/06/2017)