## ADI 37A (Rev. 03/11)

# Application for extension of registration as an approved driving instructor (ADI)





**Register of Approved Driving Instructors** 

## **Apply online at -** businesslink.gov.uk/transport

The Business Link website contains all the latest news and information essential for driver trainers and road users.



Please read the Notes for guidance before completing this form.

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	f issue closure:						
	.DI Personal nce Number	(PRN):					
End d	ate of t certificate:						
Title:							
Mr.	Mrs.	Mis	ss	Ms.	Othe	er	
First n	ame(s):						
Surna	ne:						
Home	address:						
							$\dashv$
Postc	nde:						$\dashv$
	one number	(with are	ea code	):			
Mobile	number:						

domoo	s Details		
Name of dri	ving school:		
Business ac	ddress:		
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Business te	lephone number:		
Where woul	ondence Det		
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Where woul Address:  Postcode:	ld you like us to write to	o you?	
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Character Details	Λ
Have you been convicted of or cautioned for <b>any</b> offence within the last four years? (This includes fixed penalties or other motoring offences, and non-motoring offences. You must also declare spent as well	Yes No
as unspent offences.)  Have you any endorsements on your licence?	Yes No
Are you waiting for any kind of court proceedings to be taken against you?	Yes No
Have you been disqualified from driving at any time during the last four years?	Yes No No
Have you been registered as a sex offender or disqualified from working with children in any way in the last four years?	Yes No
If the answer to any of these questions details on a separate sheet of paper ar	
If you are disqualified from working wi for you to remain on the Register of A	
Licence Details	5
Do you hold a current full (not provisional) driving licence for a motor car, issued in Great Britain or Northern Ireland?	Yes No No
What is the driver number on your drivi	ring licence?
Is your licence restricted in any way, for example for medical reasons, or for a period of time?	Yes No
If yes, please give us details on a separate	arate sheet.
Additional Commitmen	ts <b>6</b>
Are you commited to one day's Continuing Professional Development (CPD) per year and abiding by the ADI Code of Practice?	Yes No No
Check Test	7
During your period of registration you vest of continued ability and fitness to known as a 'check test'. At which drive prefer to take your check test?	give instruction, commonly

## **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 understand that if my name is kept on the Register
  I must undergo tests of continued ability and fitness to
  give instruction during the examiners' normal working
  hours, and that if I do not attend such a test my
  name may be removed from the Register.
- I understand that I must notify the Registrar of Approved Driving Instructors within seven days if I:
  - Change my home address or place of employment as an instructor;
  - Am convicted of any offence, including motoring offences, fixed penalties and non-motoring offences including cautions; or
  - Am registered as a sex offender or disqualified from working with children in any way.

If I do not, my name may be removed from the Register.

I apply to be re-entered on the Register of Approved Driving Instructors for a further four years.

#### Warning

If you make a false statement on purpose so that you keep your name on the Register, or if you give instruction without having an ADI licence, you may be liable for prosecution.

Signed:		
	Dated	
	Dated:	

## Check list - Have you:

- obtained your criminal record disclosure (if appropriate)?
- Enclosed the correct fee\* or completed the payment slip below?
- Enclosed a passport type photograph and written your name and ADI PRN on the back?
- Written your ADI number and the date your last certificate ran out at the top of the form?
- Signed the form?

Now please return the form together with your fee and photographs to:

## Credit and debit card payments:

Driving Standards Agency, The Axis Building, 112 Upper Parliament Street, Nottingham NG1 6LP

## Cheque and postal order payments:

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

\* Information about the starter guide, Code of Practice and fees can be found on our website

businesslink.gov.uk/transport

#### **Additional Voluntary Information** ADI 37A - Notes For Guidance You do not have to complete this section 0300 200 1122 Contact us if Tel: you have any Email: adireg@dsa.gsi.gov.uk Release of Information: queries: Outside organisations often ask us for the names and addresses Please note: you should only use this form if you want to apply for on our database. Before we can supply this information, we are an extension of your registration and your ADI certificate hasn't yet obliged under the Data Protection Act 1998 to ask for your consent. If you give your consent, we would make it a condition run out. Please complete and return the form to the address shown that organisations would not, in turn, sell it to anyone else. on the other side of this form at least one month before your certificate runs out. I agree to give my consent If your certificate ran out within the last 12 months you should apply to re-register online at businesslink.gov.uk/transport or using form ADI 37B. If your last certificate ran out more than 12 Equality & Diversity: months ago you will have to start the qualifying process again. You We recognise and value diversity. We want to ensure all eligible can apply to do this online at businesslink.gov.uk/transport applicants are considered with respect to their own ability and or by completing form ADI 3, which you can download there. which is not influenced by other factors. To help us to do this effectively we need to monitor our policies and procedures. Cheques and postal orders should be crossed and made payable to the Driving Standards Agency. Please tick the box which most applies to you. Please visit businesslink.gov.uk website to check the correct price, or contact us by phone or email. Mixed Caribbean Arab and White Payment will be taken from your account as soon as your application has been received. This does not indicate that your application has been successful. If it is refused we will issue you Other Asian background Bangladeshi with a full refund. Section 1: Your Details Black African Other Black background You will usually need to have a criminal record check before you submit this form. Black Caribbean Other ethnic background We will aim to issue you a reminder to renew your registration six months before it expires. You will also be given details of how to Chinese Other mixed ethnicity apply for your criminal record check. Once you have applied, our contractor will check your application to make sure it is completed Gypsy/Irish or correctly and then forward it to the Criminal Records Bureau (CRB). Other Whte Background Scottish traveller A criminal record disclosure will then be sent to you and a copy to our contractor, who will forward it to us. Indian Pakistani It may take many weeks for a disclosure to be provided to you by the CRB so please apply for it promptly. If your application cannot be considered by the Registrar before your current licence expires, you Mixed African and White White British may not be legally permitted to continue giving paid instruction and your name could be removed from the Register. Mixed Asian and White Prefer not to say If you have not received your reminder or disclosure application pack five months before your expiry date you should contact us Mixed Asian background to request them. If you have any endorsements or more than 5 fixed penalty points Gender Male on your licence that you have not already told us about you should contact us, by phone in the first instance, before applying for Female your disclosure. We will then advise you what you should do next. (continued over the page) Please do not detach slip I wish to pay by Visa / Mastercard. Name of card holder: (delete as appropriate) VISA Please charge to my account Address: My card number is: Start Date: Expiry Date: Issue Number: If paying by credit/debit card I agree that any refund be made to the card holder Signature of card holder: Date: Signature of candidate:

## **ADI 37A - Notes For Guidance (continued)**

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 an Approved Driving Instructor. Please read our statement on the suitability of ex-offenders to apply to join the *Register of Approved Driving Instructors*. This, and our statement on how we handle disclosure information, is available on our website above.

DSA complies fully with the *Criminal Records Bureau Code of Practice*. This is available on request from DSA, or from the **crb.homeoffice.gov.uk** website.

## Section 3: Correspondence details

Members of the public can use the Find Nearest facility on the Directgov website to find their nearest ADI. If you give your consent your name, telephone number and email address will be visible to anyone using this facility. Please indicate whether you wish your home or correspondence contact details to be published.

## Section 4: Character details

So that we can assess if you continue to be a "fit and proper" person, you must tell us about any motoring or non-motoring offences (including fixed penalties and simple or conditional cautions) that you may have been convicted of or awarded in the last four years. We are entitled by law to ask you to declare spent as well as unspent convictions.

## Section 6: Additional commitments

If you confirm that you are committed to one day's CPD per year and to abiding by the voluntary ADI Code of Practice, this will be indicated on your details which are shown to the public using the Find Nearest facility on Directgov (see Section 3 above).

## Section 9: 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 an approved 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 dft.gov.uk/dsa or look for our Notification Document on the Information Commissioner's website ico.gov.uk. Our registration number is: Z7122992.