



INFORMATION FOR CHANGE OF REGISTERED KEEPER
WHEN REGISTERED KEEPER HAS DECEASED

Driver and Vehicle Licensing requires confirmation by way of a Grant of Representation, of the person nominated to administer the estate of the deceased. Should the nominated administrator not hold a Guernsey issued driving licence, then either a passport, foreign driving licence or identity card will be required as proof of identification to ensure the correct person has signed documentation to transfer the vehicle and/or registration mark from the estate of the deceased.

In cases where there is no Grant of Representation and the asset or assets combined value is less than £10,000 Driver and Vehicle Licensing is prepared to accept a letter which is signed and dated from the surviving spouse, descendant(s) or other heir which sets out –

- their relationship to the deceased,
- the name, address, date of birth and death of the deceased,
- the following declaration –

"I/We, the undersigned, confirm and declare that:-

- *I/We are entitled to administer the Estate of the deceased and act in accordance with the Will, if applicable,*
- *The total value of the vehicle(s) of the deceased and/or number plates assigned to the vehicle(s) of the deceased does not exceed £10,000 at the date of death of the deceased,*
- *I/We do not intend to apply for a Grant of Representation and as far as we are aware, no one else intends to apply for one,*
- *If the States of Guernsey, acting by and through Driver and Vehicle Licensing, decide to recognise my/our entitlement to administer the Estate of the deceased without production of a Grant of Representation, then I/we hereby agree to indemnify the States of Guernsey, from and against all claims, demands, losses, damages,*

costs and expenses which it may suffer, incur or be liable for as a result of acting on my/our instructions, and

○ *The information provided in this letter is true and correct to the best of my knowledge and belief."*

- The letter should be submitted to Driver and Vehicle Licensing along with a copy of the death certificate and transfer applications.

The above procedures shall apply generally in all cases. Whilst I appreciate that the decision to review and strengthen our procedures may not be popular, it was not taken lightly but with consideration of the interest of all parties that it may concern.

Yours faithfully

Kevin Lesbirel
Manager Licensing and Operations
Driver and Vehicle Licensing

DECLARATION A REGISTERED KEEPER OF A VEHICLE IS DECEASED AND THERE IS NO GRANT OF REPRESENTATION

Details of deceased

Name of deceased: _____

Address of deceased: _____

Date of birth of deceased: _____

Details of vehicle(s)

Registration number, make and model of vehicle(s): _____

Declaration

"I/We, the undersigned, confirm and declare that:-

- I/We are entitled to administer the Estate of the deceased and act in accordance with the Will, if applicable,
- The total value of the vehicle(s) of the deceased and/or number plates assigned to the vehicle(s) of the deceased does not exceed £10,000 at the date of death of the deceased,
- I/We do not intend to apply for a Grant of Representation and as far as we are aware, no one else intends to apply for one,
- If the States of Guernsey, acting by and through Driver and Vehicle Licensing, decide to recognise my/our entitlement to administer the Estate of the deceased without production of a Grant of Representation, then I/we hereby agree to indemnify the States of Guernsey, from and against all claims, demands, losses, damages, costs and expenses which it may suffer, incur or be liable for as a result of acting on my/our instructions, and

- The information provided in this letter is true and correct to the best of my knowledge and belief."

Details of surviving spouse, descendant(s) or other heir

Name: _____

Relationship to deceased: _____

Signature: _____ Date: _____

Name: _____

Relationship to deceased: _____

Signature: _____ Date: _____

Name: _____

Relationship to deceased: _____

Signature: _____ Date: _____

Name: _____

Relationship to deceased: _____

Signature: _____ Date: _____

This form should be submitted to Driver and Vehicle Licensing at the above address accompanied by the death certificate and transfer of keeper application paperwork.

Data Protection Statement – When processing your personal data, Driver and Vehicle Licensing complies with the Data Protection (Bailiwick of Guernsey), Law 2017. If you would like to see further information about how we process your personal data, please visit www.gov.gg/dp.