

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.

Your Details **1**

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

Date of issue of Disclosure:

Your ADI Personal Reference Number (PRN):

End date of current certificate:

Title:

Mr. Mrs. Miss Ms. Other

First name(s):

Surname:

Home address:

Postcode:

Telephone number (with area code):

Mobile number:

Email address:

Business Details **2**

Name of driving school:

Business address:

Postcode :

Business telephone number:

Correspondence Details **3**

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Do not publish my details

Additional Voluntary Information

9

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 & Diversity:

We recognise and value diversity. We want to ensure all eligible applicants are considered with respect to their own ability and which is 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"/>

ADI 37A - Notes For Guidance

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

Please note: you should only use this form if you want to apply for an extension of your registration and your ADI certificate hasn't yet run out. Please complete and return the form to the address shown on the other side of this form at least one month before your certificate runs out.

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 months ago you will have to start the qualifying process again. You can apply to do this online at **businesslink.gov.uk/transport** or by completing form ADI 3, which you can download there.

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

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 with a full refund.

Section 1: Your Details

You will usually need to have a criminal record check before you submit this form.

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 apply for your criminal record check. Once you have applied, our contractor will check your application to make sure it is completed correctly and then forward it to the Criminal Records Bureau (CRB). A criminal record disclosure will then be sent to you and a copy to our contractor, who will forward it to us.

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 may not be legally permitted to continue giving paid instruction and your name could be removed from the Register.

If you have not received your reminder or disclosure application pack five months before your expiry date you should contact us to request them.

If you have any endorsements or more than 5 fixed penalty points on your licence **that you have not already told us about** you should contact us, by phone in the first instance, before applying for 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. (delete as appropriate)



Please charge £ to my account

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 candidate:

Date:

Name of card holder:

Address:

Signature of card holder:

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**.