



### Your Details 1 (complete in BLOCK CAPITALS)

Serial Number on Licence:

Your Personal  
Reference Number (PRN):

Name of Licence Holder:

Home address:

  
  
  


Postcode:

Telephone number (with area code):

Name of the Training Establishment on Licence:

Business Address:

  
  
  


Postcode:

Telephone number (with area code):

#### Where to send your form:

At the end of the 6 months please send this completed record to:

The Register of Approved Driving Instructors,  
Driver and Vehicle Standards Agency,  
The Axis Building, 112 Upper Parliament Street,  
Nottingham, NG1 6LP

Alternatively send a scanned copy to [PADI@dvs.gov.uk](mailto:PADI@dvs.gov.uk)

### ADI Details – Who have signed overleaf 2

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

#### Notes:

For the duration of your trainee licence, you must keep a record of the number of hours you spend giving driving instruction and the number of hours you are directly supervised by an Approved Driving Instructor. You must be supervised for at least one fifth of the time you give instruction during this period.

This form must be available to any DVSA official upon demand.

Remember it is an offence to make a false declaration. If you did not receive the supervision you should not sign.





Week				21	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				22	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				23	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				24	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				25	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				26	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				27	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

Week				28	
Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:	

**Processing your personal data:**

The Driver and Vehicle Standards Agency (DVSA) 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 [gov.uk](http://gov.uk) or look for our notification document in the information commissioner's website: [www.ico.org.uk](http://www.ico.org.uk). Our registration number is: **Z7122992**.