

# ADI 37EC (Rev. 09/08)



## Application for registration as an approved driving instructor (ADI) non-UK

Register of Approved Driving Instructors

**Maintain your registration at -**  
[www.transportoffice.gov.uk/instructors](http://www.transportoffice.gov.uk/instructors)

The transportoffice 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**

Nationality:

Country of ADI Qualification:

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Do not publish my details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 7

### 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.

Bangladeshi	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Chinese background	<input type="checkbox"/>
African	<input type="checkbox"/>	Black African and White	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Black Caribbean and White	<input type="checkbox"/>
Asian and White	<input type="checkbox"/>	Other Mixed Ethnic background	<input type="checkbox"/>
Any White background	<input type="checkbox"/>	Other Ethnic background	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		
<b>Gender</b>			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

## ADI 37EC - Notes For Guidance

Contact us if you have any queries:

Tel: **0115 936 6393**  
 Email: **adireg@dsa.gsi.gov.uk**  
 Fax: **0115 936 6575**

**Please note:** this form should be used only when applying for registration as a driving instructor in Great Britain if you originally qualified in any non-UK country within the European Community (EC).

Cheques and postal orders should be crossed and made payable to the Driving Standards Agency. Please contact us by phone or email to check the correct price, or visit the *Driver trainers* section on the **transportoffice.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.

### Please do not detach slip

I wish to pay by Visa / Mastercard / Switch / Delta.  
 (delete as appropriate)



Please charge £  to my account

My card number is:

Start Date (Switch Only):




Expiry Date:




Issue Number  
 (Switch Only):

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:

## ADI 37EC - Notes For Guidance (continued)

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 cautions) that you may have been convicted of or awarded in the last five years. We are entitled by law to ask you to declare spent as well as unspent convictions.

### Section 6: 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 [www.dsa.gov.uk](http://www.dsa.gov.uk) or look for our Notification Document on the Information Commissioner's website [www.ico.gov.uk](http://www.ico.gov.uk). Our registration number is: **Z7122992**.