



You drive, we care.



Customer checklist – ViaToll vehicle registration

First registration for toll PL/ViaToll via DKV EURO Service

Which documents are required? How do they have to be filled?	
<input type="checkbox"/>	<p>Road User Contract – consisting of 5 pages.</p> <ul style="list-style-type: none"> Print outs <u>do not</u> contain any DKV fill-in assistance marks (<i>yellow question mark</i>)? All mandatory fields on page 1 (company data) and 5 (place, date) are filled? Contract is signed <u>five times</u> on page 4 and 5 by the company's legal representative (named in the commercial register)? If not: power of attorney is required → <u>ViaToll form</u>.
<input type="checkbox"/>	<p>Vehicle list – each page has to be signed by your legal representative (named in the commercial register) in the left signature-field (to the right DKV has to add a signature after finishing the registration). If not: power of attorney is required → <u>ViaToll form</u>.</p> <ul style="list-style-type: none"> Mandatory fields (License plate number, country, vehicle class, EURO emission class) are filled? Entries are according to vehicle data (LPN, EURO emission class, vehicle class) from vehicle registration certificate? You had to cross out/correct wrong data? → Please leave your signature next to it to proof the correction.
<input type="checkbox"/>	<p>Copy of the vehicle registration certificate (front <u>and</u> back page) incl. EURO emission class for each vehicle.</p> <ul style="list-style-type: none"> EURO emission class is not recorded in particular vehicle registration certificate? → Copy of another certifying document is required (like EURO certificate, CE compliance certificate, manufacturer information, previous registration document with the same VIN number).
<input type="checkbox"/>	<p>Copy of commercial register (if not available: copy of trade registration) incl. VAT registration number/NIP.</p> <ul style="list-style-type: none"> VAT registration number/NIP is not recorded in commercial register? → An alternative proving document is required (at least your company stamp and signature of the legal representative must be left next to NIP-entry to prove the no.).
<input type="checkbox"/>	<p>Copy ID card or passport of the person signing the contract.</p>

Further vehicle registrations for toll PL/ViaToll via DKV EURO Service

Which documents are required? How do they have to be filled?		
<input type="checkbox"/>	Option 1	Option 2
	No Annex.	Annex <u>signed</u> consisting of two pages.
	Vehicle list signed (each page) – Best case by your legal representative (named in commercial register).	Vehicle list (no signature required).
	<ul style="list-style-type: none"> Mandatory fields (LPN, country, vehicle class, EURO emission class) are filled? Entries named above are according to vehicle data in vehicle registration certificate? You had to cross out/correct wrong data? → Please leave your signature next to it to proof the correction. 	
<input type="checkbox"/>	<p>Copy of the vehicle registration certificate (front <u>and</u> back page) incl. EURO emission class for each vehicle.</p> <ul style="list-style-type: none"> EURO emission class is not recorded in particular vehicle registration certificate? → Copy of another certifying document is needed (like EURO certificate, CE compliance certificate, manufacturer information, previous registration document with the same VIN number). 	

IMPORTANT: No copies/scans of documents containing signatures are accepted. All required signatures need to be provided on original documents sent to DKV EURO SERVICE.

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