

Moving Europe towards a sustainable and safe railway system without frontiers.

Technical Document

Supporting documents to be attached to a request for registration depending on the registration case

Document History

<i>Version</i>	<i>Date</i>	<i>Comments</i>
0.1	03/08/2023	Initial version.
0.2	03/10/2023	Following consultation of the WP

1. Supporting documents to be attached to a request for an EVR account

To request an EVR account, the requestor shall provide the following information:

1. Name
2. Surname
3. Job title
4. Organisation Code
5. Company name
6. Company alias, if any
7. Professional e-mail address
8. Signed document when acting on behalf of a company
9. VAT or business number
10. Add motivation for the access role

2. Supporting documents to be attached to a request for registration depending on the registration case

Registration cases and their possible supporting documents:

Registration cases	Possible supporting documents
Pre-registration	1. Proof of payment of registration fee, if applicable.
New registration	<ol style="list-style-type: none"> 1. Justification of the reservation of a vehicle number, if available. 2. ERATV type the vehicle is in conformity to, if available. 3. EC Declaration of verification (Rolling Stock subsystem), if available. 4. EC Declaration of verification (CCS subsystem), if available. 5. Proof of ownership (by the owner) 6. Proof of rights to use/exploit a vehicle (by the Keeper) 7. Proof of assuming ECM responsibilities (by the ECM) 8. ECM Certificate, if available. 9. Vehicle Authorisation for placing on the market or Vehicle Authorisation for placing in service. 10. Proof of payment of registration fee, if applicable.
Update an existing registration	1. Proof of payment of registration fee, if applicable.
Change of Vehicle Keeper	<ol style="list-style-type: none"> 1. Acceptance by new Keeper 2. Proof of payment of registration fee, if applicable.
Change of ECM	<ol style="list-style-type: none"> 1. Acceptance by new ECM 2. Proof of payment of registration fee, if applicable.
Change of EIN of the certificate of the ECM function	<ol style="list-style-type: none"> 1. ECM Certificate 2. Proof of payment of registration fee, if applicable.
Change of references to vehicle authorisation	<ol style="list-style-type: none"> 1. Vehicle Authorisation for placing on the market or Vehicle Authorisation for placing in service. 2. Reference to the new ECM certificate, if different due to a different scope. 3. Reference to EC declarations, if needed 4. Proof of payment of registration fee, if applicable.
Change of Owner	<ol style="list-style-type: none"> 1. Proof of ownership (by the owner) 2. Proof of payment of registration fee, if applicable.
Change of EVN following technical modifications	<ol style="list-style-type: none"> 1. Proof of payment of registration fee, if applicable. 2. ERATV type the vehicle is in conformity to, if available, otherwise the Technical File of the vehicle.
Registration or change of country code	<ol style="list-style-type: none"> 1. Vehicle Authorisation for placing on the market or Vehicle Authorisation for placing in service. 2. Proof of payment of registration fee, if applicable.
Change of Vehicle Registration Entity	<ol style="list-style-type: none"> 1. Vehicle Authorisation for placing on the market or Vehicle Authorisation for placing in service. 2. Proof of payment of registration fee, if applicable.
Suspension of a registration	<ol style="list-style-type: none"> 1. Reasons for the suspension (for the record) 2. Proof of payment of registration fee, if applicable.
Reactivation of a registration	<ol style="list-style-type: none"> 1. Proof on the removal of the conditions which caused the suspension. 2. Proof of payment of registration fee, if applicable.

Registration cases	Possible supporting documents
Suspension in relation to the validity of the ECM certificate status	1. Proof of payment of registration fee, if applicable.
Withdrawal of a registration	1. Written confirmation of the withdrawal of the vehicles. 2. Reasons for withdrawal 3. Scrapping certificate, if applicable. 4. Proof of payment of registration fee, if applicable.