

## Part B

### **B1. Authorised examiner principal (AEP)**

Sole traders, every partner in a partnership, and every director in a company needs to fill in part B. Use separate declaration sheets if there's more than one.

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
Tick if you have held, or currently hold another appointment or role in the MOT testing service	
Enter your user ID number (for your MOT testing service account). You need to <a href="#">create an account</a> if you do not already have one.	
Have you been subject to disciplinary action in the last 5 years, or are you awaiting the outcome of a disciplinary decision within any scheme managed by DVSA or government agencies?	
Yes	
No	
If yes give details of the disciplinary action, including any action you have taken to regain your repute	

## Part B

### **B2. Personal declaration of non-conviction and bankruptcy**

#### **Basic DBS check**

Enter the 12-digit number on your DBS certificate. It's at the top right-hand side of the certificate.

#### **DBS consent code (England and Wales only)**

Enter your DBS consent code to let DVSA check your record.

In Scotland, you cannot get a consent code. You need to post a clear scan or copy of the certificate instead. Write your AE number (if you're already approved), your business' trading name and your business' postcode at the top.

#### **Declaration**

I, the person named as a sole trader / partner / company director of the business named at A4 confirm that I do not have an unspent conviction where one of the following has been imposed:

- a prison sentence (or suspended sentence) of 3 months or more
- a fine exceeding level 4 on the standard scale (currently £2,500)
- a community service order (or equivalent) requiring unpaid work for more than 60 hours
- any punishment outside the UK equivalent to these points

I am aware that if, in the future, it's brought to DVSA's attention that:

- there are any relevant unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out statutory testing - this includes if the unspent conviction would not have led to the refusal of the initial application
- I am adjudged bankrupt (in Scotland, had my estate sequestrated),

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the person at B1.

Signature or type name

Full name

Date