



**FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN
DELAYS OR REJECTION**

1. VEHICLE DETAILS

Vehicle Registration Mark :

Chassis Number :

2. APPLICANT DETAILS

Title : Name :

Company Name :

Address :

Post Code : Tel. No. :

 Email :

3. DOCUMENT DETAILS

- | | | | |
|--|--------------------------|---|--------------------------|
| Test Certificate for PSV (VTP 20) | <input type="checkbox"/> | Accessibility Certificate (PSVA 2) | <input type="checkbox"/> |
| Certificate of Fitness (PSV 57) | <input type="checkbox"/> | Certificate of Compliance (PSV 500) | <input type="checkbox"/> |
| Certificate of Initial Fitness (PSV 418) | <input type="checkbox"/> | Conformity Certificate (PSVA 7) | <input type="checkbox"/> |
| Certificate of Conformity (PSV 408) | <input type="checkbox"/> | Carrying Capacity Authorisation (PSV 445) | <input type="checkbox"/> |

4. DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION – We collect, use and store your personal data so that we can process your application requesting replacement documents.

We may share your personal data if we have a lawful reason. For example as part of a criminal investigation or to prevent fraud. Find out more at www.gov.uk/dvsa/privacy.

DECLARATION – I confirm that, as far as I know, all statements in this application are true.

Signature : _____ Date : _____

Print Full Name : _____

Please Note : All 'Declaration' sections above must be completed. A typed 'Signature' is acceptable if sending your form electronically.

5. PAYMENT DETAILS

You can pay the application fee by one of the following methods :

1. **Cheques/Postal Orders** - Payable to the **'Driver and Vehicle Standards Agency'** (or **'DVSA'**) and only accepted with postal applications.
2. **Credit/Debit Card** - If you choose to pay by this method, then once your application has been received, you will be contacted by email with instructions on how to arrange your card payment.
3. **DVSA Pre-Funded Customer Account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded customer accounts, the signatory on the application must be a delegate authorised to use the account. Find out how you can [apply for a DVSA pre-funded customer account](#).

You can see the [Vehicle Approvals fees online](#) or by telephoning our **Customer Service Centre** on **0300 123 9000**.

How are you paying for this application? (Please tick one box)

Cheque / Postal Order Payable to 'Driver and Vehicle Standards Agency' or 'DVSA' (only with postal applications).

Credit / Debit Card Payment to be made after application is received.

DVSA Pre-Funded Customer Account **Account 'C' No. :**

I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated below from my bank / pre-funded customer account in respect of my application.

£ .

Signature details : Please sign and print your name below if you are either the **card holder** or **DVSA account delegate**. A **typed 'Signature'** is acceptable if sending your form electronically.

Signature : _____ **Date :** _____

Print Full Name : _____

ON COMPLETION

Please attach your **fully completed** application to the **'Technical Application System' (TAS)** available on : www.gov.uk/apply-vehicle-test-certificate-coach-bus

Should you experience problems accessing TAS, please try an alternative browser.

Alternatively, please send your application to :

Replacements Section, DVSA, Ellipse, Padley Road, Swansea, SA1 8AN.

Please Note : Replacement documents issued supersede any original documents.

DVSA Customer Contact Centre : 0300 123 9000