



**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)* ☐ Accessibility Certificate (PSVA 2) ☐

Certificate of Initial Fitness (PSV 418) ☐ Conformity Certificate (PSVA 7) ☐

Certificate of Conformity (PSV 408) ☐ Carrying Capacity Authorisation (PSV 445) ☐

***Please Note** : It's free and quicker to download a replacement MOT certificate online rather than applying for a replacement - www.gov.uk/replacing-lost-damaged-mot-certificate

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 OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

If you choose to send your application by post, you can pay the required fee by one of several 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 once 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.

£

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Signature details : Please sign and print your name if you are the **DVSA customer account delegate**.

Signature :

Date :

Print Full Name :

ON COMPLETION

Use the service to [Apply for a vehicle test or certificate for a coach or bus](#) to send your **fully completed** form to the Driver and Vehicle Standards Agency (DVSA).

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 Service Centre - 0300 123 9000