



**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](http://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](http://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](http://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**