



APPLICATION FORM FOR CERTIFICATE OF KEEPER OF A MOTOR VEHICLE

This form should be accompanied by copies of the vehicle registration document, manufacturer's build specifications and ministry plating certificate and any other relevant information.

Failure to complete the form accurately or in full could result in delays or rejection.

Please tick if this application is for a : Full Certificate Replacement Certificate

Keeper _____ Address _____ _____ _____ Telephone _____

Leased From _____ Address _____ _____ _____ Telephone _____
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Applicant Email Address

1 Type of vehicle (a) :

2 Make & Model :

3 Registration Number :

4 Chassis Number (b) :

5 Plating Certificate Number (c) :

6 Year of first use :

Axle Details	Axle 1	Axle 2	Axle 3	Axle 4
7 Description of axles (d) :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 No. of wheels per axle :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Tyre size & load index :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Suspension :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11 Axle Spacings : **Axle 1 – 2** **Axle 2 – 3** **Axle 3 – 4** **Axle 1 - Coupler**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Application form for Certificate of Keeper of a Motor Vehicle

VEHICLE WEIGHTS

	Axle 1	Axle 2	Axle 3	Axle 4	Total GVW	Total GTW
12 Unladen Weight (e) :						X
13 GB Weights :						
14 Design Weights (f) :						
15 STGO (g) :						
16 Height :				17 Length :		
18 Width :				19 Front Overhang :		

NOTES

- (a) Brief description e.g. rigid lorry, 6 x 4 tractor unit, LGV / PSV etc.
- (b) This number is now also known as the **Vehicle Identification Number** or VIN.
- (c) Ministry plate : applies to non-special type use. If vehicle is a special types, please write **'SPECIAL TYPES'** and include a copy of the special types plate in your documentation. If no copy exists, obtain written information on the maximum weights from the manufacturer and send the paperwork with the form.
- (d) Steered / Driven / Passive
- (e) **Unladen Weight** – Weight of vehicle when not loaded.
- (f) **Gross Vehicle Weight (GVW)** and **Gross Train Weight (GTW)** - details obtainable from the manufacturer.
- (g) If trailer does not operate under **special type use (STGO)**, type 'N/A'.

Please Note : Manufacturer’s design weights are not Special Type weights.

DATA PROTECTION, DECLARATION & SIGNATURE

DATA PROTECTION – We collect, use and store your personal data so that we can process your certificate of keeper of a motor vehicle application form.

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 Name :

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. **Pre-funded account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded accounts, the signatory on the application must be a delegate authorised to use the account. For more information on setting up a **pre-funded account**, go to www.gov.uk/dvsa

Details of the **current fees** can be found on our website www.gov.uk/dvsa 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 Account PFA No. :

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

£ .

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

Signature :

Date :

Full Name :

ON COMPLETION

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

For further information, please email :

rmssection@dvsa.gov.uk

or telephone :

DVSA Customer Contact Centre - 0300 123 9000