



APPLICATION FOR A REPLACEMENT OR DUPLICATE APPROVAL CERTIFICATE

IVA 5

Passenger / Goods Vehicles
(Inc. Trailers) and Motor Cycles etc.

Please read the notes on page 3 before completing this application.

APPLICANT DETAILS

Name :

Address :

Postcode :

Email :

Telephone :

VEHICLE DETAILS

Make :

Model :

Year of Manufacture : Approx. / Actual Test Date :

Vehicle Identification Number (VIN) or chassis number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Has the vehicle been registered with DVLA? YES NO

If yes, please state registration number :

CERTIFICATE DETAILS

Original certificate serial number :

Duplicate certificate serial number :

Please provide a brief explanation below about why the replacement is necessary



DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION – We collect, use and store your personal data so that we can process your application for a replacement or duplicate Individual Approval Certificate (IAC).

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 :**

Full Name :

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

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](#).

Details of the current fees can be found on our website www.gov.uk/vehicleapproval or by telephoning our **Customer Contact 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 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 if you are the **DVSA customer account delegate**.

Signature : **Date :**

Full Name :

NOTES

- The Motor Vehicles (Approval) Regulations 2001 and The Motor Cycles Etc. (Single Vehicle Approval) Regulations 2003 and the Road Vehicle (Approval) Regulations 2020 provide for the issue of a replacement or duplicate Approval Certificate in certain circumstances and provided the appropriate fee is received.
- Please be aware that you may be required to present the vehicle for inspection in order for DVSA to verify the details. If the original certificate is subsequently found, it must be returned to any DVSA location.
Please Note: The replacement document may be issued from the location that completed the original test.
- An Approval certificate is required to enable a vehicle to be registered. If the vehicle is registered in the UK, DVSA may refuse to issue a replacement/duplicate certificate.
- If a certificate is required for a vehicle registered in the UK that is to be exported to another country, the export of the vehicle must first be notified to the DVLA (Driver and Vehicle Licensing Agency) and recorded on the DVLA system as an exported vehicle.

ON COMPLETION

Use the service to [Apply for Individual Vehicle Approval \(IVA\)](#) to send your **fully completed** application form to the Driver and Vehicle Standards Agency (DVSA).

For further information, please email :

enquiries@dvsa.gov.uk

or telephone :

DVSA Customer Service Centre - 0300 123 9000