Driver & Vehicle Standards Agency

Apply for expenses for a cancelled motorcycle, lorry, bus, ADI or specialist driving test

1. Candidate details

First name

Second name

Address

City

Postcode

Email

Daytime telephone number

Can we leave a message with someone else?

Yes ☐ No ☐

! Fill in at least 2 of the 3 details marked (*) below

*Driver number

*Theory test certificate number

*Application reference number

Test centre

Test date

Day Month Year

Test time

Hour Minute am or pm

Date you were told your test was cancelled

Day Month Year

2. Instructor hourly rate (practical tests only)

Ask your instructor or trainer to fill in this section or send us a receipt (see the guidance notes)

I confirm that the candidate named in Section 1 paid: £

I confirm that my standard hourly rate for instruction is: £

Instructor's signature:

Instructor number:

Daytime phone number:

3. Claim details

Tick the items that you are claiming for and enter the amounts in the box below.

I want to claim the following amount and have provided supporting evidence (see the guidance notes).

Amount paid to instructor	☐	£
Theory test - travel arrangements	☐	£
Practical test - travel arrangements	☐	£
Loss of earnings	☐	£
Other	☐	£
Total claim:		£

Refund my expenses to: Me ☐ Other ☐

Make my cheque payable to (print full name):

Address

City

Postcode

4. Candidate declaration

☐ **I agree that you can contact anyone named on this form to check my claim.**

I agree that all the information provided is correct. My test was cancelled by the Driver and Vehicle Standards Agency at short notice and I want to claim the amount shown. I understand that filling in this form does not guarantee that I will receive a refund.

Your signature:

Date

Day Month Year

Data protection

We collect, use and store your personal data so that we can assess eligibility for out-of-pocket expenses for a cancelled driving test.

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**