

11. Please state if the presenter of the vehicle has a disability that will require assistance at the time of the Vehicle Identity Check

Yes

No

If assistance of any kind is required, please contact the relevant test station manager in advance of the Vehicle Identity Check.

12. If you are unable to supply the vehicle identification number (page 1, question 2), please state the reason here. Part of the Vehicle Identity Check (VIC) will involve a comparison of the details you provide on this application form against the details held for the vehicle on the DVLA record. This will enable us to investigate and rectify any discrepancies where they may exist. Failure to provide the full vehicle identification number will prevent these checks from being made and could result in a failure.

13. a. Where was the vehicle purchased?

b. What damage did the vehicle sustain in the accident?

c. What repairs have been carried out?

d. Please supply any other known details of the vehicle's history or evidence in support of your application.

Please bring along to the VIC any documentary evidence that you may have, such as purchase or repair receipts, current MOT certificate. Please do not enclose original documents with this application.

14. Has the vehicle's chassis/monocoque body been replaced or modified in any way? (please ✓)

YES

If yes, please provide details below. Failure to do so will prevent your details from being accurately assessed. This may result in your vehicle failing a VIC.

NO

DECLARATION I declare to the best of my knowledge and belief that all statements in this application are true. I have read and fully accept the terms and conditions set out on page 3 of this form.

Full name _____
Date _____

Signature _____

Position in company _____

(if applicable)

Please ensure this declaration is signed. Failure to do so will result in a rejection of your application. Any person who knowingly or recklessly makes a false statement is liable on conviction to a heavy penalty (See Section 174(2) of the Road Traffic Act 1988).

Data Protection Act 1998

For commercial reasons we may make some data we hold on our computer systems available to organisations connected with the motor trade who may wish to offer goods or services. If you wish your details to be released, please tick this box.

Terms and Conditions. Please detach this page and keep for future reference.

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION. SIGNING THE DECLARATION INDICATES THAT YOU FULLY UNDERSTAND AND ACCEPT THESE TERMS AND CONDITIONS. In cases where an application has been accepted and VOSA are unable to carry out a VIC due to failure to comply with one or more of these terms and conditions, VOSA reserve the right to retain your full fee.

1. VOSA will only accept an application for VIC where the vehicle has been notified to DVLA as written off and/or scrapped and a VIC marker is present on the DVLA vehicle record. VOSA are unable to carry out voluntary checks. To enquire whether a VIC marker is set for a particular vehicle please ring the VOSA national number on 0870 6060 440. Please note that this service is restricted to one vehicle enquiry per call.
2. The fee must be paid in full at the time the application is submitted. If payment is made by cheque, VOSA will allow time for this to clear before your appointment date. If you require a short notice appointment, you must send postal orders, if applying by post. Alternatively, you may apply in person, at the test station of your choice, and pay either by cash or by cheque accompanied by a cheque guarantee card. For details of current fees please ring the VOSA national number on 0870 6060 440 or contact any VOSA test station. For details of opening a Customer Account please ring the VOSA national number on 0870 6060 440 or contact any VOSA test station.
3. Applications may be submitted via e-mail from customers holding a Customer Account. For further details ring the VOSA national number on 0870 6060 440 or contact any VOSA test station.
4. The vehicle registration mark must be supplied. Without this information your application cannot be processed.
5. Please ensure that the vehicle identification number provided is taken directly from the vehicle.
6. Part of the VIC will involve a comparison of the details you provide on this application form against the details held for the vehicle on the DVLA record. This will enable VOSA to investigate and rectify any discrepancies where they may exist. **Please ensure this form is fully completed. Failure to do so will prevent these checks from being made and could result in a failure.**
7. Your VIC appointment will be confirmed after your application has been processed. It cannot be allocated in advance. For applications made by e-mail, confirmation will be sent within 3 days of your application being received by VOSA, for written applications, this is extended to 7 days. If you have not received details of an appointment within this time, please contact the relevant test station.
8. **If you cannot keep your appointment, or you wish to change it, you must give at least 3 working days notice to avoid loss of fee.**
9. Please bring along to your VIC appointment any documentary evidence that you have such as purchase or repair receipts, current MOT certificate, etc.
10. Before presenting any vehicle for a VIC, sufficient repairs must be carried out to support the intention of returning the vehicle to the road and the vehicle must be able to be driven under its own power. VOSA reserves the right to refuse to carry out a VIC if certain criteria are not met. This is to ensure that it is safe and practical to conduct the VIC. A full list of reasons for refusal is available from any VIC test station (form VIC12). The reasons for refusal are also shown on the appointment letter (form VIC2).
11. **If the vehicle is driven to the VIC it must comply with the Road Vehicles (Construction and Use) Regulations 1986 and the Road Vehicles Lighting Regulations 1989, have a valid MOT certificate if it is 3 years old or over and the person driving the car must be insured to do so. A vehicle may be driven to and from a pre-arranged VIC appointment without road tax.**
12. Vehicles may be taken to a VIC on a transporter, however arrangements **must** be made in advance with the appropriate test station manager.
13. Test stations can be dangerous places with large vehicles manoeuvring in restricted areas. Consequently, **children under 16 or animals are not permitted to accompany a vehicle presented for a VIC.**
14. Wheelchair access is provided at certain VIC test stations. If assistance of any kind is required, please contact the relevant test station manager in advance of the VIC appointment.
15. The presenter of the vehicle will not be allowed to remain with the vehicle whilst the VIC is being carried out and must comply with any reasonable instructions given by test station staff.
16. All personal belongings must be removed from the vehicle prior to the vehicle being presented for the VIC.
17. The examiner will refuse to carry out the VIC if the vehicle emits substantial quantities of avoidable smoke, the vehicle or any part of it is so dirty that carrying out the check is unreasonably difficult or the vehicle or its contents is in such a condition that a meaningful check would involve danger to a person or damage to the vehicle or any other property, or that current health and safety legislation cannot be followed.
18. Before presenting the vehicle for the VIC you must ensure that there is sufficient fuel and oil to operate the vehicle and that any door, tailgate, boot lid, engine cover, fuel cap, floor covering or other device capable of being opened or accessed is not locked or fixed and can be opened or accessed by the examiner, where required, during the course of the check.
19. Some aspects of the VIC may be of a slightly destructive nature e.g. removal of paint, under seal or body filler to view the VIN or surrounding panelling. This is a necessary part of the VIC and any damage incurred will be kept to a minimum. VOSA will accept no claims for compensation where damage is sustained as a result of this.
20. The VIC is a check of identity. **A VIC pass will not confirm that any repair work has been carried out to a satisfactory standard or that the vehicle is roadworthy.** However, a prohibition notice may be issued if a serious roadworthiness defect is discovered during the VIC.
21. **If you are making an appeal against the outcome of a VIC please use form VIC17.**

Please return this completed application form to any VIC test station (VIC test stations listed on page 4) or to **VIC Reservations, VOSA, Welcombe House, 91-92 The Strand, Swansea SA1 2DH**. If the vehicle in question has previously failed a Vehicle Identity Check VOSA cannot accept a further application.

**For further information ring the VOSA national number: 0870 6060 440
or visit the VOSA website: www.vosa.gov.uk**

VOSA VEHICLE IDENTITY CHECK TEST STATIONS

Station No	
67	Aberdeen - VOSA GVTS, Cloverhill Road, Bridge of Don Ind Est, Aberdeen. AB23 8FE ☎ 01224 702357
*75	Aberystwyth - VOSA GVTS, Llanrystyd. SY23 5BT ☎ 01269 592875 *Please forward applications to - 62 Ammanford
62	Ammanford - VOSA GVTS, Tirydail Lane, Ammanford. SA18 3AR ☎ 01269 592875
*52	Berwick - VOSA GVTS, Tweedside Trading Est, Berwick-upon-Tweed, Northumberland. TD15 2XF ☎ 01289 306004 *Please forward applications to - 51 Newcastle
42	Beverley - VOSA GVTS, Oldbeck Road, Off Grovehill Road, Beverley, N Humberside. HU17 0JG ☎ 01482 881522
25	Bicester - VOSA GVTS, Launton Road, Bicester, Oxon. OX26 4JG ☎ 01869 243416
100	Birmingham - VOSA, Unit 10, Elmdon Trading Estate, Birmingham. B37 7HE ☎ 0121 782 4389
98	Bristol (Avonmouth) - VOSA, Unit 10, I.O. Centre, Cabot Park, Avonmouth, Bristol. BS11 0QL ☎ 0117 938 1157
*74	Caernarfon - VOSA GVTS, Cibyn Ind Est, Caernarfon. LL55 2BD ☎ 01286 672567 *Please forward applications to - 59 Wrexham
60	Cardiff (Llantrisant) - VOSA GVTS, School Road, Miskin, Pontyclun. CF72 8YR ☎ 01443 224701
57	Carlisle - VOSA GVTS, Brunthill Road, Kingstown Ind Est, Carlisle, Cumbria. CA3 0EH ☎ 01228 528106
*80	Charlesfield - VOSA GVTS, St Boswells, Melrose, Roxburghshire. TD6 0HH ☎ 01835 823701 *Please forward applications to - 64 Livingston
35	Chelmsford - VOSA GVTS, Widford Ind Est, Chelmsford, Essex. CM1 3DR ☎ 01245 259341
12	Cowes - VOSA GVTS, Prospect Road, Cowes, Isle of Wight. PO31 7AD ☎ 01983 293171
49	Darlington - VOSA GVTS, Banks Road, McMullen Road, Darlington, Co Durham. DL1 1YE ☎ 01325 460547
30	Derby - VOSA GVTS, Curzon Lane (off Raynesway), Alvaston, Derby. DE21 7AY ☎ 01332 571961
44	Doncaster - VOSA GVTS, Wellsyke Road, Adwick-le-Street, Doncaster. DN6 7DU ☎ 01302 724404
79	Dumfries - VOSA GVTS, Heathall Ind Est, Locharbriggs, Dumfries. DG1 3PH ☎ 01387 261141
18	Exeter - VOSA GVTS, Grace Road, Marsh Barton Trading Est, Exeter, Devon. EX2 8PU ☎ 01392 278267
6	Gillingham - VOSA GVTS, Ambley Road, Gillingham, Kent. ME8 0SJ ☎ 01634 232541
63	Glasgow - VOSA GVTS, Crosshill Road, Bishopbriggs, Glasgow. G64 2QA ☎ 0141 772 6321
23	Gloucester - VOSA GVTS, Ashville Road, Gloucester. GL2 5ET ☎ 01452 529749
9	Guildford - VOSA GVTS, Moorfield Road, Slyfield Ind Est, Guildford, Surrey. GU1 1SA ☎ 01483 565151
*77	Haverfordwest - VOSA GVTS, Withybush, Haverfordwest. SA62 4BN ☎ 01437 764402 *Please forward applications to - 62 Ammanford
65	Inverness - VOSA GVTS, Seafield Road, Longman Ind Est, Inverness. IV1 1RG ☎ 01463 235505
22	Kidderminster - VOSA GVTS, Worcester Road, Kidderminster, Worcs. DY11 7RD ☎ 01562 745857
*90	Kirkwall - VOSA GVTS, BT Workshop, Hatson Ind Est, Kirkwall, Orkney. KW16 1RE ☎ 01856 872074 *Please forward applications to - 65 Inverness
*89	Lerwick - VOSA GVTS, Anderson Base, Gremista, Lerwick, Shetland. ZE1 0PX ☎ 01595 694900 *Please forward applications to - 67 Aberdeen
95	Liverpool (Speke) - VOSA, South Liverpool Commercials, Woodend Avenue, Speke, Liverpool. L24 9NB ☎ 0151 486 0050
64	Livingston - VOSA GVTS, Grange Road, Houston Ind Est, West Lothian. EH54 5DD ☎ 01506 449803
*76	Llandrindod Wells - VOSA GVTS, Gun Park, Waterloo Road, Llandrindod Wells. LD1 6DH ☎ 01597 822788 *Please forward applications to - 60 Llantrisant
*85	Lochgilthead - VOSA GVTS, Unit 12, Kilmory Ind Est, Lochgilthead, Argyll. PA31 8PR ☎ 01546 603206 *Please forward applications to - 63 Glasgow
3	London North (Edmonton) - VOSA GVTS, Towpath Road (off Harbet Road), Lea Valley Trading Est, Edmonton. N18 3JR ☎ 0208 803 7733
4	London South (Mitcham) - VOSA GVTS, Redhouse Road, Croydon, Surrey. CR0 3AQ ☎ 0208 684 1499
96	Manchester North (Chadderton) - VOSA GVTS, Broadway Business Park, Broadgate, Chadderton, Oldham. OL9 9XA ☎ 0161 947 1000
71	Milnthorpe - VOSA GVTS, Railway Station Yard, Milnthorpe, Cumbria. LA7 7LR ☎ 01539 563751
*83	Montrose - VOSA GVTS, Broomfield Ind Est, Montrose, Angus. DD10 9BB ☎ 01674 673760 *Please forward applications to - 68 Perth
11	Newbury - VOSA GVTS, Hambridge Lane, Newbury. RG14 5TZ ☎ 01635 47649
51	Newcastle-upon-Tyne - VOSA GVTS, Sandy Lane, Gosforth, Newcastle-upon-Tyne. NE3 5HB ☎ 0191 236 5011
*78	Newton Stewart - VOSA GVTS, Newton Stewart Ind Est, Wigtown Road, Newton Stewart. DG8 6JZ ☎ 01671 402516 *Please forward applications to - 79 Dumfries
38	Norwich - VOSA GVTS, Jupiter Road, Hellesden, Norwich. NR6 6SS ☎ 01603 408128
68	Perth - VOSA GVTS, Arran Road, North Muirton Ind Est, Perth. PH1 3DZ ☎ 01738 632037
39	Peterborough - VOSA GVTS, Saville Road, Westwood, Peterborough. PE3 7PL ☎ 01733 263399
15	Poole - VOSA GVTS, 4-20 Harwell Road, Nuffield Ind Est, Poole, Dorset. BH17 0SA ☎ 01202 672844
*91	Portree - VOSA GVTS, Portree Ind Est, Dunvegan Road, Portree, Isle of Skye. IV51 9HF ☎ 01851 703007 *Please forward applications to - 65 Inverness
20	Redruth - VOSA GVTS, Wilson Way, Redruth, Cornwall. TR15 3RP ☎ 01209 216851
97	Shrewsbury - VOSA, Unit 6, Levens Drive, Harlescott, Shrewsbury. SY1 3EG ☎ 01743 462621
99	Southampton (Northam) - VOSA, Unit R, Centurian Industrial Park, Bittern Road West, Southampton, SO18 1UB ☎ 02380 837397
*92	Stornoway - VOSA GVTS, Building No 29, Airport, Isle of Lewis. PA86 0BN ☎ 01851 703007 *Please forward applications to - 65 Inverness
17	Taunton - VOSA GVTS, Taunton Trading Est, Norton Fitzwarren, Taunton, Somerset. TA2 6RX ☎ 01823 282525
43	Walton - VOSA GVTS, Wighill Lane, Walton, Wetherby, W Yorks. LS23 7DU ☎ 01937 844560
101	Watford - VOSA, Unit A, Caxton Court, Caxton Way, Watford. WD18 8RH ☎ 01923 814093
*88	Wick - VOSA GVTS, Airport Ind Est, Wick, Caithness. KW1 4QS ☎ 01955 602605 *Please forward applications to - 65 Inverness
59	Wrexham - VOSA GVTS, Llay Road, Llay, Wrexham. LL12 0TL ☎ 01978 852422

* Bookings for these stations are dealt with at a different location. Please do not send your application direct to this station. Instead, please forward it to the station indicated.

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