

Application for a Vehicle Identity Check (VIC)

The Road Vehicles (Registration and Licensing) Regulations 2002

- The person named as the Contact (see 5, page 1) must:
 - Sign the declaration
 - For applications submitted online, be the card holder of the account from which payment is to be made or for Pre-Funded Accounts, be the account delegate.
- You will be contacted regarding your appointment within 3 working days for applications submitted online and within 7 days for applications submitted by other methods. If you cannot keep your appointment or if you wish to change it, **you must give at least 3 working days notice or you will lose your fee and have to pay again.**
- Please read the Terms and Conditions (page 3) before completing this application.
- Before completing this application please confirm that a VIC marker is set www.direct.gov.uk/vic (see note 1, page 3).
Have you checked that a VIC marker is set? * Yes

Vehicle details

1. Vehicle registration mark (VRM) *

Your application cannot be processed unless this is provided.

2. Vehicle identification number (VIN)

Please copy full number taken directly from car.
Failure to supply a VIN may cause a delay at the VIC.

- 3. Make *** **Model ***
- 4. Colour ***

Contact details

5. Contact

Title * **Forename *** **Surname ***

Company name
If applicable

Address *

Town/City *

Post code *

Daytime tel.number *

email address *

- 6. How would you like to be notified of your appointment?**
All applications submitted online will be notified by email. * Letter or email

Appointment options

- 7. At which site would you like your appointment? ***
A list of VIC sites is shown on page 4.

Please select appointment time. a.m. p.m. Next available appointment Out of hours appointment

- VOSA's standard opening hours are 8.00 - 5.00 Monday to Thursday and 8.00 - 4.30 on Friday.
- 'Out of hours' appointments may be available at some locations. Note an additional fee is charged for these. Please check availability by contacting VOSA on 0300 123 9000 .
- If you select "Next available appointment" and we can offer an appointment within 3 working days you will not have the option to change this date without losing your fee.

Payment Method

8. • For details of current fees please visit www.direct.gov.uk/vic or contact VOSA on 0300 123 9000.
• Payment for applications submitted online can only be made by Credit/Debit card or VOSA Pre-Funded Account (PFA).

Please tick method of payment. *

Credit/Debit card

- You will be contacted for your card details once your application has been processed by VOSA.
- Do not provide this information with your application.

PFA

PFA Number

Cheque

- Make payable to VOSA. VOSA allows 10 days for a cheque to clear before an appointment takes place.

Postal Order

- Make payable to VOSA.

Cash

- Cash can only be accepted for applications that are made in person.

Other information

9. Has the presenter of the car any disability that will require assistance at the VIC? *

If Yes, please contact VOSA on 0300 123 9000 to advise the assistance required.

Yes

No

10. Will the vehicle be brought to the VIC site by transporter/trailer? *

If Yes, please contact VOSA on 0300 123 9000 to advise as prior arrangements must be made with the VIC site manager .

Yes

No

11. Has the car's bodyshell or chassis been **entirely** replaced or modified from its original specification? * If Yes, please provide additional information.

Yes

No

12. Please provide any additional information which may be relevant to your application or appointment.

13. Declaration:

I declare to the best of my knowledge and belief that all of the information I have provided in this application is true. In making this declaration I am aware that it is an offence under section 45(3) of the Vehicles Excise and Registration Act 1994 to knowingly give information which is false or is in any material respect misleading. The penalty on summary conviction for the offence is a fine not exceeding the statutory maximum and on conviction on indictment a term of imprisonment not exceeding 2 years or a fine or both.

In signing this declaration I also confirm that I accept the Terms and Conditions. I am aware that my failure to comply with one or more of the Terms and Conditions could result in the rejection of my application and/or the loss of my full fee.

Signature *

For applications submitted online, please type in your full name.

Date *

Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law.

For further information, visit our Information Charter available from VOSA's website: www.dft.gov.uk/vosa

For official use only.

Terms and Conditions.

Please retain this page for future reference.

1. VOSA will only accept an application for a VIC if a VIC marker is set against the DVLA vehicle record. You can check whether a VIC marker is set online www.direct.gov.uk/vic or by contacting VOSA on 0300 123 9000.
2. The person named as the Contact (see 5, page 1) must:
 - Sign the declaration
 - For applications submitted online, be the card holder of the account from which payment is to be made or for Pre-Funded Accounts, be the account delegate.
3. Your application cannot be processed until VOSA has received full payment, see question 8. For details of current fees, please visit www.direct.gov.uk/vic or contact VOSA on 0300 123 9000.
4. Applications can be submitted online, posted, faxed or handed in directly to a VOSA VIC site or to VIC Swansea (address listed below).
5. You will be contacted regarding your appointment within 3 working days for applications submitted online and within 7 days for applications submitted by other methods.
6. If you cannot keep your appointment, or you wish to change it, **you must give at least 3 working days notice or you will lose your fee and have to pay again.**
7. VOSA can refuse to carry out the VIC and retain the fee for any of the following reasons :
 - The vehicle did not arrive for the check at the appointed time or place.
 - The relevant fee has not been paid subject to the payment conditions stated on the application form.
 - 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.
 - 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.
 - Sufficient repairs have not been carried out to support the intention of returning the vehicle to a roadworthy condition.
 - A door, tailgate, boot lid, engine cover, fuel cap, floor covering or other device, capable of being opened or accessed was locked or fixed so that a thorough check could not be carried out.
 - The check could not be completed due to a lack of fuel or oil, component failure, or for any other reason that would make completion unreasonably difficult or unsafe.
 - The conduct of the presenter was considered to be unreasonable.
 - The presenter refused to or was unable to comply with the instructions given.
8. If the car is to be 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 car can be driven directly to and from a pre-arranged VIC without road tax.
9. If you need to obtain number plates for a car with a VIC marker, please contact VOSA on 0300 123 9000.
10. A car may be taken to the VIC on a trailer but arrangements must be made in advance with the VIC site manager. All cars must be capable of being driven under their own power.
11. VIC sites are unsuitable places for children and animals. You must ensure that in the interest of health and safety you do not bring any animals or children under 16 years to the VIC site.
12. The presenter of the car will not be allowed to view the VIC and must follow the instructions given by VIC site staff.
13. The presenter of the car is expected to remain on site whilst the VIC is conducted and must promptly remove the car once the VIC is completed. Cars must not be left overnight on VOSA property.
14. All personal belongings must be removed from the car prior to the VIC.
15. Some aspects of the VIC may be of a slightly destructive nature, e.g. removal of paint, underseal or body filler to examine the VIN or surrounding panelling. This is a necessary part of the VIC and any damage will be kept to a minimum. VOSA will not accept claims for compensation for damage of this nature.
16. The VIC is a check of identity. It does not assess the quality of the repair or whether the car is roadworthy. However if a serious roadworthiness defect is discovered a prohibition notice may be issued.
17. If you consider that the VIC has not been carried out correctly you have the right to appeal using form VIC17. For further information please contact VOSA on 0300 123 9000 or enquire directly at the VIC site.
18. VOSA cannot carry out a VIC on a car that has previously failed.

For further information please visit www.direct.gov.uk/vic or contact VOSA on 0300 123 9000.

VIC Swansea,
VOSA,
Ellipse,
Padley Road,
Swansea,
SA1 8AN.

VOSA VIC SITES - (correct at time of publication)

- 67 Aberdeen** - VOSA GVTS, Cloverhill Road, Bridge of Don Ind Est, Aberdeen. AB23 8FE
- *75 Aberystwyth** - VOSA GVTS, Llanrystyd. SY23 5BT **Please send applications to - 62 Ammanford*
- 62 Ammanford** - VOSA GVTS, Tirydail Lane, Ammanford. SA18 3AR
- *52 Berwick** - VOSA GVTS, Tweedside Trading Est, Berwick-upon-Tweed, Northumberland. TD15 2XF
**Please send applications to - 51 Newcastle*
- 42 Beverley** - VOSA GVTS, Oldbeck Road, Off Grovehill Road, Beverley, East Yorkshire. HU17 0JW
- 25 Bicester** - VOSA GVTS, Launton Road, Bicester, Oxon. OX26 4JG
- 26 Birmingham** - VOSA GVTS, Granby Avenue, Garretts Green Industrial Estate, Birmingham, B33 0SS
- 103 Bristol** - VOSA GVTS, Merebank Rd, Avonmouth, Bristol. BS11 8AQ
- *74 Caernarfon** - VOSA GVTS, Cibyn Ind Est, Caernarfon. LL55 2BD **Please send applications to - 59 Wrexham*
- 60 Cardiff (Llantrisant)** - VOSA GVTS, School Road, Miskin, Pontyclun. CF72 8YR
- 57 Carlisle** - VOSA GVTS, Brunthill Road, Kingstown Ind Est, Carlisle, Cumbria. CA3 0EH
- *80 Charlesfield** - VOSA GVTS, St Boswells, Melrose, Roxburghshire. TD6 0HH **Please send applications to - 64 Edinburgh*
- 35 Chelmsford** - VOSA GVTS, Widford Ind Est, Chelmsford, Essex. CM1 3DR
- 12 Cowes** - VOSA GVTS, Prospect Road, Cowes, Isle of Wight. PO31 7AD
- 49 Darlington** - VOSA GVTS, Banks Road, McMullen Road, Darlington, Co Durham. DL1 1YE
- 30 Derby** - VOSA GVTS, Raynesway, Alvaston, Derby. DE21 7AY
- 44 Doncaster** - VOSA GVTS, Wellsyke Road, Adwick-le-Street, Doncaster. DN6 7DU
- 79 Dumfries** - VOSA GVTS, Catherinefield Road, Heathhall, Dumfries. DG1 3PH
- 64 Edinburgh** - VOSA GVTS, Grange Road, Houston Ind Est, West Lothian. EH54 5DD
- 18 Exeter** - VOSA GVTS, Grace Road West, Marsh Barton Trading Est, Exeter, Devon. EX2 8PU
- 6 Gillingham** - VOSA GVTS, Ambley Road, Gillingham, Kent. ME8 0SJ
- 63 Glasgow** - VOSA GVTS, Crosshill Road, Bishopbriggs, Glasgow. G64 2QA
- 23 Gloucester** - VOSA GVTS, Ashville Road, Gloucester. GL2 5ET
- 9 Guildford** - VOSA GVTS, Moorfield Road, Slyfield Ind Est, Guildford, Surrey. GU1 1SA
- *77 Haverfordwest** - VOSA GVTS, Withybush, Haverfordwest. SA62 4BN **Please send applications to - 62 Ammanford*
- 65 Inverness** - VOSA GVTS, Seafield Road, Longman Ind Est, Inverness. IV1 1RG
- 22 Kidderminster** - VOSA GVTS, Worcester Road, Kidderminster, Worcs. DY11 7RD
- 66 Kilmarnock** - VOSA GVTS, 216 Western Road, Kilmarnock, Ayrshire. KA3 1LP
- *90 Kirkwall** - VOSA GVTS, BT Workshop, Hatson Ind Est, Kirkwall, Orkney. KW16 1RE **Please send applications to - 65 Inverness*
- 37 Leighton Buzzard** - VOSA GVTS, Stanbridge Road, Leighton Buzzard, Bedfordshire. LU7 4QG
- *89 Lerwick** - VOSA GVTS, Anderson Base, Gremista, Lerwick, Shetland. ZE1 0PX **Please send applications to - 67 Aberdeen*
- 58 Liverpool** - VOSA GVTS, Stopgate Lane, Simonswood, Kirkby, Liverpool. L33 4YA
- *85 Lochgilphead** - VOSA GVTS, Unit 12, Kilmory Ind Est, Lochgilphead, Argyll. PA31 8PR **Please send applications to - 63 Glasgow*
- 3 London North (Edmonton)** - VOSA GVTS, Towpath Road (off Harbet Road), Lea Valley Trading Est, Edmonton. N18 3JR
- 4 London South (Mitcham)** - VOSA GVTS, Redhouse Road, Croydon, Surrey. CR0 3AQ
- 96 Manchester North (Chadderton)** - VOSA GVTS, Broadway Business Park, Broadgate, Chadderton, Oldham. OL9 9XA
- 71 Milnthorpe** - VOSA GVTS, Railway Station Yard, Milnthorpe, Cumbria. LA7 7LR
- *83 Montrose** - VOSA GVTS, Broomfield Ind Est, Montrose, Angus. DD10 9BB **Please send applications to - 68 Perth*
- 11 Newbury** - VOSA GVTS, Hambridge Lane, Newbury. RG14 5TZ
- 51 Newcastle-upon-Tyne** - VOSA GVTS, Sandy Lane, Gosforth, Newcastle-upon-Tyne. NE3 5HB
- *78 Newton Stewart** - VOSA GVTS, Newton Stewart Ind Est, Wigtown Road, Newton Stewart. DG8 6JZ
**Please send applications to - 79 Dumfries*
- 38 Norwich** - VOSA GVTS, Jupiter Road, Hellesden, Norwich. NR6 6SS
- 68 Perth** - VOSA GVTS, Arran Road, North Muirton Ind Est, Perth. PH1 3DZ
- 39 Peterborough** - VOSA GVTS, Saville Road, Westwood, Peterborough. PE3 7PL
- 15 Poole** - VOSA GVTS, 4-20 Harwell Road, Nuffield Ind Est, Poole, Dorset. BH17 0SA
- *91 Portree** - VOSA GVTS, Portree Ind Est, Dunvegan Road, Portree, Isle of Skye. IV51 9HF **Please send applications to - 65 Inverness*
- 02 Purfleet** - VOSA GVTS, Tank Hill Road, Purfleet, Essex. RM19 1SX
- 20 Redruth** - VOSA GVTS, Wilson Way, Redruth, Cornwall. TR15 3RP
- 24 Shrewsbury** - VOSA GVTS, Ennerdale Road, Harlescott, Shrewsbury. SY1 3LF
- 99 Southampton (Northam)** - VOSA, Unit R, Centurian Industrial Park, Bittern Road West, Southampton. SO18 1UB
- *92 Stornoway** - VOSA GVTS, Building No 29, Airport, Isle of Lewis. PA86 0BN **Please send applications to - 65 Inverness*
- 17 Taunton** - VOSA GVTS, Taunton Trading Est, Norton Fitzwarren, Taunton, Somerset. TA2 6RX
- 43 Walton** - VOSA GVTS, Wighill Lane, Walton, Wetherby, W Yorks. LS23 7DU
- *101 Watford** - VOSA, Unit A, Caxton Court, Caxton Way, Watford. WD18 8RH
**Please send applications to - 01 Yeading - VOSA GVTS, Cygnet Way, Yeading, Hayes, Middlesex, UB4 9BS **
- *88 Wick** - VOSA GVTS, Airport Ind Est, Wick, Caithness. KW1 4QS
**Please send applications to - 65 Inverness*
- 59 Wrexham** - VOSA GVTS, Llay Road, Llay, Wrexham. LL12 0TL

***These VIC sites cannot accept applications or payment.
Please submit your application to the site indicated.***

An executive agency of the
Department for
Transport