

## Application for a Vehicle Identity Check (VIC)

The Road Vehicle (Registration and Licensing) Regulations 2002

Please read the Terms and Conditions on page 3 before completing this application form.

**1. Vehicle registration mark (VRM)**

Your application cannot be processed unless this is provided

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**2. Vehicle identification number (VIN)**

Please copy full number from car

If you are unable to supply the number please state the reason on page 2, question 10

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**3. Make and model of car**

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**4. Colour of car**

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**5. Title**

Mr / Ms / Mrs / Miss / other (please specify)\*

\*Delete as appropriate

**Contact Name**

Forename

Surname

**Company name**

If applicable

**Address**

**Tel. number**

**e-mail address**

Post code	
Tel. number	Fax number

**6. Please tick method of payment, or enter VOSA Pre Funded Account number.**

**For details of current fees please visit our website or telephone VOSA's national number on 0870 60 60 440.**

Cheque

Postal Order

Credit/Debit Card

VOSA Pre-Funded Account





If you wish to pay by Credit/Debit card VOSA will contact you by phone for the details.

Cheques and Postal Orders should be crossed and made payable to VOSA.

**7. At which site would you like the VIC to be carried out?**

**8. Enter a convenient date and time.**

A full list of VIC Sites is shown on page 4. Some sites are only open on demand. Please consult the individual site to confirm their opening hours, including the availability of 'out of hours' VIC.

For Official Use Only

9. Has the presenter of the car any disability that will require assistance at the VIC. Yes  No

If Yes, please contact the VIC Site Manager in advance of the VIC

10. If you are unable to supply the VIN (question 2) please give the reason. Before the VIC, VOSA will compare the details provided on this application form with the details held on the DVLA record. Any differences can be investigated and rectified before the VIC. Without the VIN these checks cannot be carried out, which may cause a delay at the VIC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11 a. Where was the car bought?

\_\_\_\_\_  
\_\_\_\_\_

b. What damaged occurred to the car in the accident?

\_\_\_\_\_  
\_\_\_\_\_

c. What repairs have been carried out?

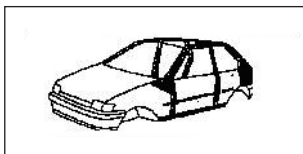
\_\_\_\_\_  
\_\_\_\_\_

d Please give any other details of the car's history, if known.

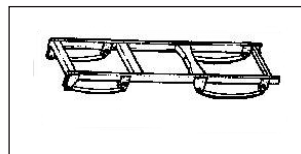
\_\_\_\_\_  
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Please bring any documents, such as, purchase or repair receipts, MOT certificate etc. with you to the VIC. **Please do not send any documents with this application.**

12. Cars are either of a monocoque body shell or a chassis construction.



Monocoque



Chassis

Has either the monocoque body shell or chassis of the car been replaced or modified in any way? Yes

**This question must be completed before the application can be processed.** No

If Yes, please give details

\_\_\_\_\_  
\_\_\_\_\_

**Declaration:** I declare to the best of my knowledge and belief that all statements in this application are true.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position in company \_\_\_\_\_  
(if applicable)

**Please detach and retain pages 3 and 4 for future reference.**

**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 1988**

For commercial reasons we may make some data we hold 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.

Signing the Declaration indicates that you fully understand these terms and conditions. Failure to comply with one or more of these, could result in the loss of your full fee. Please read them carefully before completing the application.

- 1 VOSA will only accept an application for VIC where the car has been notified to DVLA as written off and has a VIC marker set against the vehicle record. VOSA cannot carry out voluntary checks. To find out whether a VIC marker is set ring the VOSA national number on 0870 6060 440.
- 2 **Your application cannot be processed until VOSA has received full payment** either cheque, postal orders or credit/debit card (see question 6) or VOSA pre-funded account. If you choose to pay by cheque, VOSA will allow time for this to clear before your appointment, this could take up to 10 days. If the site is able to offer you an appointment within this time you must either send postal orders, pay by credit/debit card, VOSA pre-funded account or apply in person at the site. You will be booked in for the next available appointment. To check on availability please contact the site.
- 3 **For details of current fees, please contact VOSA on the national number 0870 6060 440 or visit the website: [www.vosa.gov.uk](http://www.vosa.gov.uk)**
- 4 Applications can be submitted by e-mail or fax from customers holding a VOSA pre-funded account, or those wishing to pay by credit/debit card. **A VIC cannot be booked over the telephone.**
- 5 You will be sent an appointment letter within 7 days of your application being received, or within 3 days if the application has been e-mailed or faxed. **If you have not received an appointment letter within this time please contact the site.**
- 6 **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.**
- 7 VOSA can refuse to carry out the VIC and retain the fee, for any of the following reasons:
  - The car did not arrive for the VIC at the appointed time and place.
  - The fee has not be paid subject to the conditions stated above.
  - The car emits substantial quantities of avoidable smoke.
  - The car is so dirty that carrying out the VIC is unreasonably difficult.
  - The car or its contents are in such a condition that a meaningful check would involve danger to a person, or damage to the car 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 car to a road worthy condition, or the car cannot be driven under its own power.
  - 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 covered by insurance to do so. **A car can be driven to and from a VIC without road tax.**
- 9 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.**
- 10 **VIC sites are unsuitable places for children and animals.** We strongly advise that they are not brought to the VIC.
- 11 The presenter of the car will not be allowed to stay with the car whilst the VIC is carried out and must follow the instructions given by VIC site staff.
- 12 **All personal belongings must be removed from the car prior to the VIC.**
- 13 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 damaged will be kept to a minimum. VOSA will not accept claims for compensation for this sort of damage.
- 14 The VIC is a check of identity. A VIC 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.
- 15 If you consider that the VIC has not been carried out correctly you have the right to appeal. (Form VIC 17). Please ask the VIC Site for details of how to appeal.
- 16 **VOSA cannot carry out a VIC on a car that has previously failed.**

Please return this completed application form to any VIC Site (see page 4) or to VIC Section, VOSA, Welcombe House, 91-92 The Strand, Swansea, SA1 2DH.

**For further information ring the VOSA national number: 0870 6060 440  
or visit the VOSA website: [www.vosa.gov.uk](http://www.vosa.gov.uk)**

## VOSA VEHICLE IDENTITY CHECK TEST STATIONS

Station No	
67	<b>Aberdeen</b> - VOSA GVTS, Cloverhill Road, Bridge of Don Ind Est, Aberdeen. AB23 8FE ☎ 01224 702357
*75	<b>Aberystwyth</b> - VOSA GVTS, Llanrystyd. SY23 5BT ☎ 01269 592875 *Please forward applications to - 62 Ammanford
62	<b>Ammanford</b> - VOSA GVTS, Tirydail Lane, Ammanford. SA18 3AR ☎ 01269 592875
*52	<b>Berwick</b> - VOSA GVTS, Tweedside Trading Est, Berwick-upon-Tweed, Northumberland. TD15 2XF ☎ 01289 306004 *Please forward applications to - 51 Newcastle
42	<b>Beverley</b> - VOSA GVTS, Oldbeck Road, Off Grovehill Road, Beverley, East Yorkshire HU17 0JW ☎ 01482 881522
25	<b>Bicester</b> - VOSA GVTS, Launton Road, Bicester, Oxon. OX26 4JG ☎ 01869 243416
100	<b>Birmingham</b> - VOSA, Unit 10, Elmdon Trading Estate, Birmingham. B37 7HE ☎ 0121 782 4389
98	<b>Bristol (Avonmouth)</b> - VOSA, Unit 10, I.O. Centre, Cabot Park, Avonmouth, Bristol. BS11 0QL ☎ 0117 938 1157
*74	<b>Caernarfon</b> - VOSA GVTS, Cibyn Ind Est, Caernarfon. LL55 2BD ☎ 01978 852422 *Please forward applications to - 59 Wrexham
60	<b>Cardiff (Llantrisant)</b> - VOSA GVTS, School Road, Miskin, Pontyclun. CF72 8YR ☎ 01443 224701
57	<b>Carlisle</b> - VOSA GVTS, Brunthill Road, Kingstown Ind Est, Carlisle, Cumbria. CA3 0EH ☎ 01228 528106
*80	<b>Charlesfield</b> - VOSA GVTS, St Boswells, Melrose, Roxburghshire. TD6 0HH ☎ 01835 823701 *Please forward applications to - 64 Livingston
35	<b>Chelmsford</b> - VOSA GVTS, Widford Ind Est, Chelmsford, Essex. CM1 3DR ☎ 01245 259341
12	<b>Cowes</b> - VOSA GVTS, Prospect Road, Cowes, Isle of Wight. PO31 7AD ☎ 01983 293171
49	<b>Darlington</b> - VOSA GVTS, Banks Road, McMullen Road, Darlington, Co Durham. DL1 1YE ☎ 01325 460547
30	<b>Derby</b> - VOSA GVTS, Curzon Lane (off Raynesway), Alvaston, Derby. DE21 7AY ☎ 01332 571961
44	<b>Doncaster</b> - VOSA GVTS, Wellsyke Road, Adwick-le-Street, Doncaster. DN6 7DU ☎ 01302 724404
79	<b>Dumfries</b> - VOSA GVTS, Catherinefield Road, Heathall, Dumfries, DG1 3PH ☎ 01387 261141
18	<b>Exeter</b> - VOSA GVTS, Grace Road West, Marsh Barton Trading Est, Exeter, Devon. EX2 8PU ☎ 01392 278267
6	<b>Gillingham</b> - VOSA GVTS, Ambley Road, Gillingham, Kent. ME8 0SJ ☎ 01634 232541
63	<b>Glasgow</b> - VOSA GVTS, Crosshill Road, Bishopbriggs, Glasgow. G64 2QA ☎ 0141 772 6321
23	<b>Gloucester</b> - VOSA GVTS, Ashville Road, Gloucester. GL2 5ET ☎ 01452 529749
9	<b>Guildford</b> - VOSA GVTS, Moorfield Road, Slyfield Ind Est, Guildford, Surrey. GU1 1SA ☎ 01483 565151
*77	<b>Haverfordwest</b> - VOSA GVTS, Withybush, Haverfordwest. SA62 4BN ☎ 01437 764402 *Please forward applications to - 62 Ammanford
65	<b>Inverness</b> - VOSA GVTS, Seafield Road, Longman Ind Est, Inverness. IV1 1RG ☎ 01463 235505
22	<b>Kidderminster</b> - VOSA GVTS, Worcester Road, Kidderminster, Worcs. DY11 7RD ☎ 01562 745857
*90	<b>Kirkwall</b> - VOSA GVTS, BT Workshop, Hatson Ind Est, Kirkwall, Orkney. KW16 1RE ☎ 01856 872074 *Please forward applications to - 65 Inverness
37	<b>Leighton Buzzard</b> - VOSA GVTS, Stanbridge Road, Leighton Buzzard, Bedfordshire. LU7 4QG ☎ 01525 373074
*89	<b>Lerwick</b> - VOSA GVTS, Anderson Base, Gremista, Lerwick, Shetland. ZE1 0PX ☎ 01595 694900 *Please forward applications to - 67 Aberdeen
58	<b>Liverpool</b> - VOSA, GVTS, Stopgate Lane, Simonswood, Kirkby, Liverpool, L33 4YA ☎ 0151 547 4445
64	<b>Livingston</b> - VOSA GVTS, Grange Road, Houston Ind Est, West Lothian. EH54 5DD ☎ 01506 449803
*76	<b>Llandrindod Wells</b> - VOSA GVTS, Gun Park, Waterloo Road, Llandrindod Wells. LD1 6DH ☎ 01597 822788 *Please forward applications to - 60 Llantrisant
*85	<b>Lochgilthead</b> - VOSA GVTS, Unit 12, Kilmory Ind Est, Lochgilthead, Argyll. PA31 8PR ☎ 01546 603206 *Please forward applications to - 63 Glasgow
3	<b>London North (Edmonton)</b> - VOSA GVTS, Towpath Road (off Harbet Road), Lea Valley Trading Est, Edmonton. N18 3JR ☎ 0208 807 7803
4	<b>London South (Mitcham)</b> - VOSA GVTS, Redhouse Road, Croydon, Surrey. CR0 3AQ ☎ 0208 684 1967
96	<b>Manchester North (Chadderton)</b> - VOSA GVTS, Broadway Business Park, Broadgate, Chadderton, Oldham. OL9 9XA ☎ 0161 947 1000
71	<b>Milnthorpe</b> - VOSA GVTS, Railway Station Yard, Milnthorpe, Cumbria. LA7 7LR ☎ 01539 563751
*83	<b>Montrose</b> - VOSA GVTS, Broomfield Ind Est, Montrose, Angus. DD10 9BB ☎ 01674 673760 *Please forward applications to - 68 Perth
11	<b>Newbury</b> - VOSA GVTS, Hambridge Lane, Newbury. RG14 5TZ ☎ 01635 47649
51	<b>Newcastle-upon-Tyne</b> - VOSA GVTS, Sandy Lane, Gosforth, Newcastle-upon-Tyne. NE3 5HB ☎ 0191 236 5011
*78	<b>Newton Stewart</b> - VOSA GVTS, Newton Stewart Ind Est, Wigtown Road, Newton Stewart. DG8 6JZ ☎ 01671 402516 *Please forward applications to - 79 Dumfries
38	<b>Norwich</b> - VOSA GVTS, Jupiter Road, Hellesden, Norwich. NR6 6SS ☎ 01603 408128
68	<b>Perth</b> - VOSA GVTS, Arran Road, North Muirton Ind Est, Perth. PH1 3DZ ☎ 01738 632037
39	<b>Peterborough</b> - VOSA GVTS, Saville Road, Westwood, Peterborough. PE3 7PL ☎ 01733 263399
15	<b>Poole</b> - VOSA GVTS, 4-20 Harwell Road, Nuffield Ind Est, Poole, Dorset. BH17 0SA ☎ 01202 672844
*91	<b>Portree</b> - VOSA GVTS, Portree Ind Est, Dunvegan Road, Portree, Isle of Skye. IV51 9HF ☎ 01478 612308 *Please forward applications to - 65 Inverness
20	<b>Redruth</b> - VOSA GVTS, Wilson Way, Redruth, Cornwall. TR15 3RP ☎ 01209 216851
97	<b>Shrewsbury</b> - VOSA, Unit 6, Levens Drive, Harlescott, Shrewsbury. SY1 3EG ☎ 01743 462621
99	<b>Southampton (Northam)</b> - VOSA, Unit S, Centurian Industrial Park, Bittern Road West, Southampton, SO18 1UB ☎ 02380 837397
*92	<b>Stornoway</b> - VOSA GVTS, Building No 29, Airport, Isle of Lewis. PA86 0BN ☎ 01851 703007 *Please forward applications to - 65 Inverness
17	<b>Taunton</b> - VOSA GVTS, Taunton Trading Est, Norton Fitzwarren, Taunton, Somerset. TA2 6RX ☎ 01823 282525
43	<b>Walton</b> - VOSA GVTS, Wighill Lane, Walton, Wetherby, W Yorks. LS23 7DU ☎ 01937 844560
101	<b>Watford</b> - VOSA, Unit A, Caxton Court, Caxton Way, Watford. WD18 8RH ☎ 01923 814093
*88	<b>Wick</b> - VOSA GVTS, Airport Ind Est, Wick, Caithness. KW1 4QS ☎ 01955 602605 *Please forward applications to - 65 Inverness
59	<b>Wrexham</b> - 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.

An executive agency of the  
Department for  
**Transport**