

**VIC 1** **Fields with an \* and in Red are mandatory.**

# Application for a Vehicle Identity Check (VIC)

The Road Vehicles (Registration and Licensing) Regulations 2002

- Before completing this application please confirm that a VIC marker is set (see note 1, page 3).
- For online applications, this application and declaration (see item 12, page 2) must be completed by the Credit/Debit or VOSA Pre-Funded Account (PFA) holder or delegate.
- Please read the Terms and Conditions (page 3) before completing this application.

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

Your application cannot be processed unless this is provided.

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

Please copy full number directly from car.

Failure to supply a VIN may cause a delay at the VIC.

**3. Make \***  **Model \***

**4. Colour \***

**5. Contact details** **Title \***

**Forename \***

**Surname \***

**Company name**  
If applicable

**Address \***

**Town/City \***

**Post code \***

**Daytime tel.  
number \***

**e-mail address \***

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

**7. Method of payment:-**

- For details of current fees please visit [www.direct.gov.uk](http://www.direct.gov.uk) or contact VOSA on 0300 123 9000.
- If you choose to pay by cheque, VOSA will allow time for this to clear before your appointment which could take up to 10 days. (This method is not applicable to online applications).
- Cheques and Postal Orders should be made payable to VOSA.
- For online applications the Credit/Debit card or PFA holder or delegate must complete the application and declaration item 12.
- Cash can only be accepted for applications that are made in person.

Please tick method of payment and, if applicable, enter your VOSA Pre-Funded Account number (PFA). \*

☐ Credit/Debit  
card

☐ PFA

PFA Number

☐ Cheque

☐ Postal Order

☐ Cash

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

VOSA's standard opening hours are 8.30 - 5.00 Monday to Thursday and 8.30 - 4.30 on Friday.

'Out of hours' appointments may be available at some locations. Please note an additional fee is charged for these.

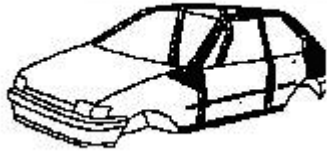
If you select next available appointment and we can offer an appointment within 3 working days you will not have the option to change this date without losing your fee.

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

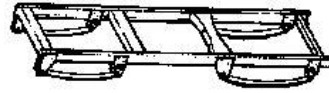
Please provide any other information  
relevant to your appointment.

9. Has the presenter of the car any disability that will require assistance at the VIC. ☐ Yes ☐ No  
If Yes, please contact VOSA on 0300 123 9000 to advise the assistance required.

10. Cars are either of a monocoque body shell or a chassis construction. If the monocoque or the chassis has been entirely replaced or modified from its original specification please select Yes and provide additional information.



Monocoque



Chassis

☐ Yes ☐ No

If Yes, please provide additional information

11. Please provide any additional information which may be relevant to your application.

**12. 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 \*

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.vosa.gov.uk](http://www.vosa.gov.uk).

For official use only.

**Terms and Conditions.** Please retain this page for future reference.

1. VOSA will only accept an application for VIC if a VIC marker is set against the DVLA vehicle record. VOSA cannot carry out voluntary checks. To find out whether a VIC marker is set please contact VOSA on 0300 123 9000.
2. For online applications, the application and declaration must be completed by the credit / debit card or VOSA Pre-Funded Account (PFA) holder or delegate.
3. Your application cannot be processed until VOSA has received full payment, see question 7. For details of current fees, please visit [www.direct.gov.uk](http://www.direct.gov.uk) 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 VOSA's central bookings team (address listed below).
5. Online applicants will be notified of an appointment by email within 3 working days of their application being received. All other applicants will be notified within 7 days. If notification has not been received within this time, please contact VOSA on 0300 123 9000.
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 been paid.
  - 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 roadworthy 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 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](http://www.direct.gov.uk) or contact VOSA on 0300 123 9000.**

VIC Bookings  
VOSA  
Ellipse, Padley Road  
Swansea SA1 8AN

## VOSA VIC SITES

- 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
- 100 Birmingham** - VOSA, Unit 10, Elmdon Trading Estate, Birmingham. B37 7HE
- 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, Heathall, 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, Seafeld 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
- \*76 Llandrindod Wells** - VOSA GVTS, Gun Park, Waterloo Road, Llandrindod Wells. LD1 6DH *\*Please send applications to - 59 Wrexham*
- \*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 S, 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
- \*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

**\* Applications for these VIC sites are processed at a different location.  
Please send your application to the site indicated.**

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