



Apply for out-of-pocket expenses for a cancelled driving test

Claim form

Section 1

Your details

Full name

Address

Postcode

Daytime phone 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

Test time

 :

Date you were told your test was cancelled

Section 2

Instructor confirmation of hourly rate (for practical tests only)

2

! 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:

Section 3

Claim details

3

! 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).

Theory test - travel arrangements	<input type="checkbox"/>	£	<input type="text"/>
Practical test - travel arrangements	<input type="checkbox"/>	£	<input type="text"/>
Loss of earnings	<input type="checkbox"/>	£	<input type="text"/>
Other	<input type="checkbox"/>	£	<input type="text"/>
Total claim:		£	<input type="text"/>

Refund my expenses to: Me Other

Make my cheque payable to (print full name):

Address

Postcode

Section 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 Driving 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:

For official use only

Reference number:

Category:

Cancellation reason:

Amount recommended for payment:

£

Certified by:

Name:

Grade:

Date:

Authorised by:

Name:

Grade:

Date:

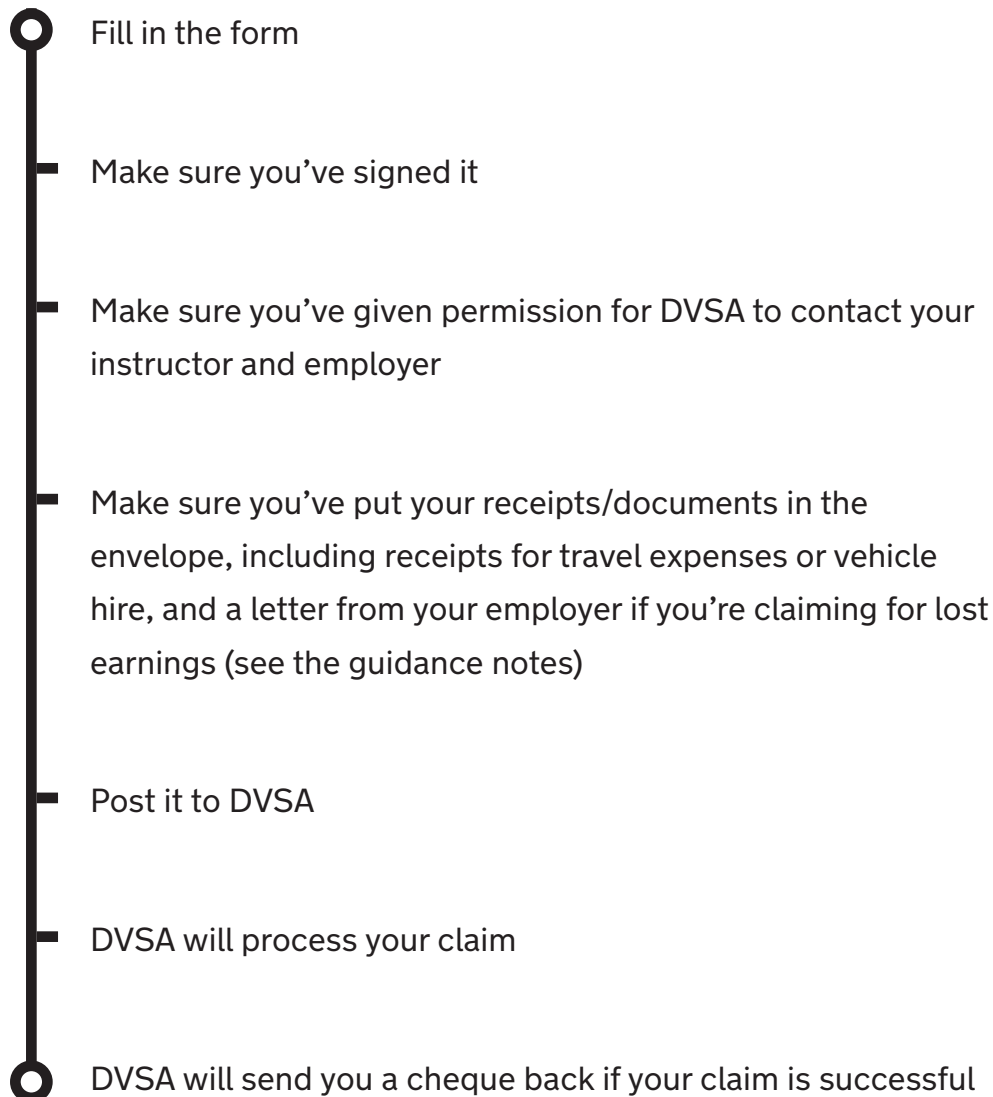
Payment made:

Name:

Grade:

Date:

What you need to do

- 
- Fill in the form
 - Make sure you've signed it
 - Make sure you've given permission for DVSA to contact your instructor and employer
 - Make sure you've put your receipts/documents in the envelope, including receipts for travel expenses or vehicle hire, and a letter from your employer if you're claiming for lost earnings (see the guidance notes)
 - Post it to DVSA
 - DVSA will process your claim
 - DVSA will send you a cheque back if your claim is successful

For all theory tests:

Driving and Vehicle Standards Agency
Customer Service Department
PO Box 381
Salford, Manchester
M50 3UW

0300 200 1188

For all practical tests:

Driving and Vehicle Standards Agency
PO Box 280
Newcastle-upon-Tyne
NE99 1FP

0300 200 1122

! You don't need to print this page or post it to us.