Driver & Vehicle Standards Agency

# APPLICATION FORM FOR CERTIFICATE OF KEEPER OF A MOTOR VEHICLE

**This form should be accompanied by copies of the vehicle registration document, manufacturer's build specifications and ministry plating certificate and any other relevant information.**

**Failure to complete the form accurately or in full could result in delays or rejection.**

**Please tick if this application is for a : Full Certificate** ☐ **Replacement Certificate** ☐

| | |
|---|---|
| **Keeper** | **Leased From** |
| **Address** | **Address** |
| **Telephone** | **Telephone** |

**Applicant Email Address**

| | | |
|---|---|---|
| **1** | Type of vehicle **(a)** : | |
| **2** | Make & Model : | |
| **3** | Registration Number : | |
| **4** | Chassis Number **(b)** : | |
| **5** | Plating Certificate Number **(c)** : | |
| **6** | Year of first use : | |

| | **Axle Details** | **Axle 1** | **Axle 2** | **Axle 3** | **Axle 4** |
|---|---|---|---|---|---|
| **7** | Description of axles **(d)** : | | | | |
| **8** | No. of wheels per axle : | | | | |
| **9** | Tyre size & load index : | | | | |
| **10** | Suspension : | | | | |

| | | **Axle 1 – 2** | **Axle 2 – 3** | **Axle 3 – 4** | **Axle 1 - Coupler** |
|---|---|---|---|---|---|
| **11** | Axle Spacings : | | | | |

## VEHICLE WEIGHTS

| | Axle 1 | Axle 2 | Axle 3 | Axle 4 | Total GVW | Total GTW |
|---|---|---|---|---|---|---|
| **12** Unladen Weight **(e)** : | | | | | | |
| **13** GB Weights : | | | | | | |
| **14** Design Weights **(f)** : | | | | | | |
| **15** STGO **(g)** : | | | | | | |

| | | | |
|---|---|---|---|
| **16** Height : | | **17** Length : | |
| **18** Width : | | **19** Front Overhang : | |

### NOTES

**(a)** Brief description e.g. rigid lorry, 6 x 4 tractor unit, LGV / PSV etc.

**(b)** This number is now also known as the **Vehicle Identification Number** or VIN.

**(c)** Ministry plate : applies to non-special type use. If vehicle is a special types, please write '**SPECIAL TYPES**' and include a copy of the special types plate in your documentation. If no copy exists, obtain written information on the maximum weights from the manufacturer and send the paperwork with the form.

**(d)** Steered / Driven / Passive

**(e)** **Unladen Weight –** Weight of vehicle when not loaded.

**(f)** **Gross Vehicle Weight** (GVW) and **Gross Train Weight** (GTW) - details obtainable from the manufacturer.

**(g)** If trailer does not operate under **special type use (STGO)**, type 'N/A'.

**Please Note : Manufacturer's design weights are not Special Type weights.**

## DATA PROTECTION, DECLARATION & SIGNATURE

**DATA PROTECTION** – We collect, use and store your personal data so that we can process your certificate of keeper of a motor vehicle application form.

We may share your personal data if we have a lawful reason. For example as part of a criminal investigation or to prevent fraud. Find out more at **www.gov.uk/dvsa/privacy**.

**DECLARATION** – I confirm that, as far as I know, all statements in this application are true.

**Signature :** **Date :**

**Print Name :**

## PAYMENT OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

If you choose to send your application by post, you can pay the required fee by one of several methods :

1. **Cheques/postal orders -** Payable to the ***'Driver and Vehicle Standards Agency'*** (or **'DVSA'**) and ***only accepted with postal applications***.
2. **Credit/debit card -** If you choose to pay by this method, then once your application has been received, you will be contacted by email with instructions on how to arrange your card payment.
3. **Pre-funded account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded accounts, the signatory on the application must be a delegate authorised to use the account. For more information on setting up a **pre-funded account**, go to **www.gov.uk/dvsa**

Details of the **current fees** can be found on our website **www.gov.uk/dvsa** or by telephoning our **Customer Service Centre** on **0300 123 9000.**

**How are you paying for this application?** *(Please tick one box)*

| | | |
|---|---|---|
| **Cheque / Postal Order** | ☐ | *Payable to '**Driver and Vehicle Standards Agency**' or '**DVSA**' (only with postal applications).* |
| **Credit / Debit Card** | ☐ | *Payment to be made once application is received.* |
| **DVSA Pre-funded Account** | ☐ | **PFA No. :** |

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I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated below from my bank / pre-funded account in respect of my application.

**£ .**

**Signature details :** Please sign and print your name if you are the **DVSA customer account delegate**.

**Signature :** **Date :**

**Full Name :**

## ON COMPLETION

Use the service to **Apply for a vehicle test or certificate for a lorry or trailer** to send your **fully completed** form to the Driver and Vehicle Standards Agency (DVSA).

For further information, please email :

**rmssection@dvsa.gov.uk**

or telephone :

**DVSA Customer Contact Centre - 0300 123 9000**