



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

Claim form

Section 1

Your details

Full name (please include title Mr/Mrs/Miss/Ms/Other)

Address

Postcode

Email

Daytime telephone 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

*Driving test reference number

Test centre

Test date

Test time

 :

Date you were told your test was cancelled

Section 2

2

Instructor hourly rate (practical tests only)

! Ask your instructor or trainer to fill in this section or send us a receipt (see the [guidance notes](#))

I confirm the candidate named in Section 1 paid: £

I confirm that my standard hourly rate for instruction is: £

Instructor's signature

Instructor number

Daytime telephone number

Section 3

Claim details

! Tick the items that you are claiming for and enter the amounts in the boxes below

I want to claim the following amount and have provided supporting evidence (see the [guidance notes](#))

Amount paid to instructor £

Theory test - travel arrangements £

Practical test - travel arrangements £

Loss of earnings £

Other £

Total claim: £

Refund my expenses to Me Other

Make my cheque payable to (print full name)

Address

Postcode

Section 4

Candidate declaration

3

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 Driver 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For official use only

Reference number

Category

Cancellation reason

Amount recommended for payment

£

Certified by

Name

Grade

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Authorised by

Name

Grade

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Payment made

Name


Grade

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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What you need to do

For help filling in this form, refer to the [guidance notes](#)

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- Fill in the form using the guidance notes
 - Make sure you've signed it
 - Make sure you've given permission for DVSA to contact your instructor and employer
 - Make sure you 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 consider your claim
 - DVSA will process your payment if your claim is successful

For all theory tests:

Driver and Vehicle Standards Agency
Customer Service Department
PO Box 1286
Warrington
WA1 9GN

0300 200 1188

For all practical tests:

Driver 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.