



# 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

\*Application reference number

Test centre

Test date

Test time

 : 

Date you were told your test was cancelled

## Section 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 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**

**!** 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](#)).

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

### 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 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:

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#### Data protection

We collect, use and store your personal data so that we can assess eligibility for out-of-pocket expenses for a cancelled driving test.

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](http://www.gov.uk/dvsa/privacy)

## For official use only

Reference number:

Category:

Cancellation reason:

Amount recommended for payment:

£

Certified by:

Name:

Grade:

Date:

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Authorised by:

Name:

Grade:

Date:

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
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Payment made:

Name:

Grade:

Date:

|                      |                      |                      |                      |                      |                      |                      |                      |
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| <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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- 1 Fill in the form using guidance notes
  - 2 Make sure you've signed it
  - 3 Make sure you've given permission for DVSA to contact your instructor and employer
  - 4 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](#))
  - 5 Post it to DVSA
  - 6 DVSA will consider your claim
  - 7 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 349  
Newcastle-upon-Tyne  
NE12 2GN  
  
0300 200 1122

**!** You do not need to print this page or post it to us.