



# 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

2

### Instructor confirmation of hourly rate (for 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

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"/>
<b>Total claim:</b>		£	<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.