



# 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.