Application for a

Vehicle Identity Check (VIC)

The Road Vehicle (Registration and Licensing) (Amendment) Regulations 2002

PLEASE READ THESE NOTES CAREFULLY:

1. Please send your completed form and fee to the VIC Centre where you wish the test to be carried out, either: -
   DVA Testing, Ballinderry Industrial Estate, Ballinderry Road, **Lisburn**, BT28 2SA
   DVA Testing. New Buildings Industrial Estate, Victoria Road, **Londonderry**, BT47 2SX
2. Your VIC appointment will be confirmed after your application has been processed. If you **do not** get an appointment notification **within 10 days** please contact the relevant VIC Centre. If the vehicle in question has previously failed a VIC we will not be able to proceed with a further application.
3. DVA Testing can only carry out a VIC where the vehicle has been notified to DVA Licensing as written off and or scrapped.
   We are unable to carry out voluntary checks.
4. The fee must be paid in full at the time the application is submitted. For details of current fees please contact any DVA Testing Centre or ring our Customer Enquiry Line 0845 601 4094.
5. The vehicle registration mark must be supplied. Without this information your application cannot be processed.
6. Please ensure that the Vehicle Identification Number (chassis number) provided is taken directly from the vehicle. Part of the check will involve a comparison of the details you provide on this application form against the details held for the vehicle on the DVA Licensing record. This will enable us to investigate and rectify any discrepancies where they may exist. Please ensure this form is fully completed. Failure to do so will prevent these checks from being made and could result in a failure.
7. Before presenting any vehicle for a VIC, sufficient repairs must be carried out to support the intention of returning the vehicle to the road. DVA testing reserves the right to refuse to carry out a VIC if certain criteria are not met. This is to ensure that it is safe and practical to conduct the check. A full list of reasons for refusal is available from any DVA Testing test centre (form VIC12). The possible reason(s) for refusal will be shown on the appointment letter.
8. Please bring along to your VIC appointment any documentary evidence that you have such as purchase or repair receipts, current MOT certificate etc. If a new replacement chassis/monocoque body has been used, a purchase receipt must be provided.
9. **If the vehicle is driven to the VIC it must comply with the Motor Vehicles (Construction and Use) Regulations (NI) 1999 and the Road Vehicles Lighting Regulations (NI) 2000, have a valid MOT certificate if it is 4 years old or over and the person driving the car must be insured to do so.**
10. The presenter of the vehicle will not be allowed to remain with the vehicle whilst the VIC is being carried out. All personal belongings must be removed from the vehicle prior to the vehicle being presented for the check.
11. Children under 16 or animals are not permitted to accompany a vehicle presented for a VIC.
12. Some aspects of the VIC may be of a slightly destructive nature e.g. removal of paint, under seal or body filler to view the VIN or surrounding panelling. This is a necessary part of the VIC and any damage incurred will be kept to a minimum. DVA Testing will accept no claims for compensation where damage is sustained as a result of this.
13. If you are making an appeal against the outcome of a VIC please use form VIC17. For additional information regarding appeals, please see information leaflet VIC52 'What to do after a VIC'.
14. The VIC is a check of identity. **A VIC pass will NOT confirm that any repair work has been carried out to a satisfactory standard or that the vehicle is roadworthy.** However, a prohibition notice may be issued if a serious roadworthiness defect is discovered during the VIC. A VIC is NOT a roadworthiness test we recommend that the vehicle is independently checked to ensure that it is safe.
15. Do not confuse VIC with MOT (statutory vehicle inspection scheme) you will still need an MOT certificate when your vehicle is 4 years old.
16. The Department of the Environment uses personal data you provide for the purpose of booking a VIC. Personal data may also be used by the Department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998.

For further information visit our website: www.dvani.gov.uk or ring our enquiry line 0845 6014094

LISBURN
BALLINDERRY INDUSTRIAL EST.
BALLINDERRY RD.
BT28 2SA
TEL: 028 9266 3151

LONDONDERRY
NEW BUILDINGS INDUSTRIAL EST.
VICTORIA RD.
BT47 2SX
TEL: 028 7134 3674

OTHER USEFUL NUMBERS
MINICOM
TEL: 028 9066 5453
DVA licensing VEHICLE ENQUIRIES
TEL: 0845 402 4000

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Fee rec'd £ _____ Int. _____
Cash/cheque/PO/debit card/credit card _____
Receipt No. _____
Appointment date _____
Notification sent _____ Int. _____
Certificate No. _____
Fee correct ex. code _____ Int. _____

- **Before completion, please read notes on back page.**
- **Use capital letters.**
- **Failure to complete the form accurately may cause delay.**

1.

Name	
Company name (If Applicable)	
Address	
	Postcode
Contact name & daytime tel. number	

2. If the vehicle is kept at a different address than above please give details here:

Name	
Address	
	Postcode

Please state if the presenter of the vehicle has a disability Yes ☐ No ☐

Can the vehicle presenter vacate the vehicle? Yes ☐ No ☐ If NO, contact the centre immediately

Details of vehicle

3. Vehicle registration mark
Your application cannot be processed unless this is provided

4. Vehicle identification number
Please copy full number taken from vehicle
If you are unable to supply the number please state the reason on page 2

5. Vehicle Make

6. Vehicle Model

7. Vehicle Colour

8. Engine Number

Date and location of vehicle Identity Check

9. Which test centre do you wish to use, Lisburn or Londonderry?

10. Please state any date and time that would **not be** suitable in the next 2-4 weeks

The vehicle presenter is asked to provide proof of identity at the time of the VIC appointment

Department of the Environment
www.doeni.gov.uk

11. If you are unable to supply the vehicle identification number (page 1, question 4), please state the reason here. Part of the vehicle Identity Check (VIC) will involve a comparison of the details you provide on this application form against the details held for the vehicle on the DVA licensing record. This will enable us to investigate and rectify any discrepancies where they may exist. Failure to provide the full vehicle identification number will prevent these checks from being made and could result in a failure.

12. Please supply any known details of the vehicle's history or evidence in support of your application, such as where the vehicle was purchased, details of accident damage, details of repairs carried out etc. Please bring along to the VIC any documentary evidence that you may have, such as purchase or repair receipts, current MOT certificate. Please do not enclose original documents with this application.

Please answer yes/no to the following questions. Failure to do so will prevent your details from being accurately assessed. This may result in your vehicle failing a VIC.

13. Does the vehicle — Enter yes/no

A. Retain the original chassis/monocoque body to the same specification and appearance? If modifications have been carried out, please provide details below:

B. Have a new replacement chassis/momncoque body?

C. Have a second-hand replacement chassis/monocoque body?

If a second-hand replacement chassis/monocoque body has been used, can you provide the VRM and VIN allocated to this vehicle (provide details below)?

VRM | VIN

If modifications have been carried out to the replacement chassis/monocoque body, please provide details below:

DECLARATION I declare to the best of my knowledge and belief that all statements in this application are true.

Full name _____ **Signature** _____

Date _____ **Position in company** _____

Please ensure this declaration is signed. Failure to do so will result in a rejection of your application. Any person who knowingly or recklessly makes a false statement is liable on conviction to a heavy penalty (See Section 174 of the Road traffic(nl) Order 1981)

FEE

(a) Payment by cheque/postal order

I enclosed a cheque/ postal order for £

Make cheques etc. payable to the **DVA.** Write the vehicle registration number on the back of the cheque/postal order. Do not send cash through the post.

(b) Payment by Debit/Credit Card

If you wish to pay by Debit/Credit Card call into any Test Centre.

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Reservation number

Stolen vehicle marker | PSNI notified on:

DVA licensing query | Date queried

Outline of query

Outcome of query

VIC Outcome

No VIC Marker	VIC Rejection	FTA	VIC12	PASS	FAIL	Failure Number

VIC failure referred to PSNI (if applicable)

Additional Notes