

4 Previous tests

Has a vehicle test certificate ever been issued in NI for this vehicle? Yes No

If Yes, please give its expiry date

5 Duplicate certificate

If you need a duplicate certificate because your last certificate has been lost, stolen, destroyed or defaced, please tick the correct box

Lost or stolen Destroyed Defaced and enclosed

Date and place of issue if known

Note: If your vehicle was tested under a different registration number to the one stated in section 1, please write its previous number here.

6 Fee

(a) I enclose payment by cheque or postal order for Please make it payable to the DVA and crossed 'A/C payee only'. Write the registration mark on the back. Do not send cash by post.

If you wish to pay by debit/credit card, visit any test centre, telephone the call centre (0845 247 2471) or log into our website (www.dvani.gov.uk).

7 Where to send your form and fee

Send your completed form and fee to the test centre where you wish the test to be carried out. If you are applying for a duplicate certificate, send your form and fee to our headquarters.

* Important

If you do not get a test appointment letter within 10 days, you must tell the agency immediately. If you do not, you are likely to lose your test fee.

To book a vehicle test, the Department of the Environment uses personal data you provide. 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.



Application for a Vehicle Test Certificate VT3 (MOT)

TELEPHONE AND ONLINE BOOKING

Book your test by telephone
0845 247 2471

Text Phone: 0845 247 2474
or online at www.dvani.gov.uk
(debit/credit card payments only)

All calls charged at local rate.
Calls are recorded for quality assurance purposes



CUSTOMER INFORMATION

Booking enquiries: 0845 247 2473
Fees information: 0845 758 1416
Customer help line: 0845 601 4094
Text phone help line: 028 9066 5453
www.dvani.gov.uk



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ARMAGH
47 HAMILTONSBAWN RD.
BT60 1HW
Tel: 028 3752 2699

BALLYMENA
PENNYBRIDGE INDUSTRIAL EST.
LARNE RD. BT42 3ER
Tel: 028 2565 6801

BELFAST
BALMORAL RD. BT12 6QL
Tel: 028 9068 1831

COLERAINE
2 LOUGHAN HILL INDUSTRIAL EST.
GATESIDE RD. BT52 2NJ
Tel: 028 7034 3819

COOKSTOWN
SANDHOLES RD. BT80 9AR
Tel: 028 8676 4809

CRAIGAVON
3 DIVINY DR. CARN INDUSTRIAL EST.
BT63 5RY
Tel: 028 3833 6188

DOWNPATRICK
CLOONAGH RD.
FLYING HORSE RD. BT30 6DU
Tel: 028 4461 4565

ENNISKILLEN
CHANTERHILL. BT74 6DE
Tel: 028 6632 2871

LARNE
BALLYBOLEY RD.
BALLYLORAN. BT40 2SY
Tel: 028 2827 8808

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

MALLUSK
COMMERCIAL WAY
HYDEPARK INDUSTRIAL EST.
BT36 8YY
Tel: 028 9084 2111

NEWRY
51 RATHFRILAND RD. BT34 1LD
Tel: 028 3026 2853

NEWTOWNARDS
JUBILEE RD. BT23 4XP
Tel: 028 9181 3064

OMAGH
GORTRUSH INDUSTRIAL EST.
GT NORTHERN RD. BT78 5EJ
Tel: 028 8224 2540

OTHER USEFUL NUMBERS

ROAD TRANSPORT LICENSING DIVISION
(OPERATOR LICENCE ENQUIRES)
Tel: 028 9025 4100

DVA LICENSING (MOTOR TAX ENQUIRES)
Tel: 0845 402 4000

(All calls charged at local rate)

Vehicle Testing - Notes for Guidance

TESTING - WHO, WHAT, WHY AND WHEN

Who carries out the test?

Our trained staff carry out the test.

What vehicles must be tested?

Private cars and motorcycles 4 years old and over. Buses, lorries and taxis undergo different tests.

Are any vehicles exempt?

Yes - see the list opposite.

Why have a vehicle test?

The test is important for road safety. It gives an independent assurance that a vehicle is fit for the road at the time of the test. The list opposite shows what the test covers.

When is the test due?

For vehicles first registered anywhere in the UK, the test is due on the fourth anniversary of registration and then every year afterwards. For vehicles that have never been registered or have been previously registered outside the UK, the test is due on the fourth anniversary of its manufacture and then every year afterwards.

GETTING A TEST

How do I apply for the test?

By telephone

You may book a test by telephone. Call 0845 247 2471 (calls charged at local rate; calls are recorded for quality assurance purposes). When making a telephone booking you do not need an application form but it is advisable to have your log book, current test certificate and credit/debit card details handy. The call centre is open for bookings from 8am to 7pm, Monday to Friday and 9am to 1pm on Saturday.

By post

You may book a test by post. You will need to complete an application form and send it with the appropriate fee to the vehicle test centre (see list overleaf) at which you would like the test.

At the counter

You may book a test in person at any vehicle test centre (see list overleaf). When making a booking in person it is advisable to have your logbook and current test certificate details.

The Belfast centre is open for booking from 9am to 4pm, Monday to Friday. All other centres are open from 8.45am to 12.30pm and 1.15pm to 4pm, Monday to Friday.

Online

You may book a test online at www.dvani.gov.uk. When making an online booking you do not need an application form but you must have your log book, current test certificate and credit/debit card details handy.

Do I need to apply in advance?

Yes. You should preferably apply about 4 weeks, but not more than three months, beforehand. We can issue a new test certificate up to 28 days before the current certificate expires. It will be dated from the current certificate's expiry date, as long as you inform the examiner and produce the previous certificate at the time of test.

How much does the test cost?

You can get information on fees on a 24-hour phone line, (08457) 581416. All calls are charged at local rates. You may pay by cheque, postal order or credit/debit card. Payment by cheque without a cheque guarantee card requires a 10-day clearance.

Do not send cash by post. Payments will not be accepted after 4pm. Non-cash payments may be left in any centre's post box located in the reception area.

How quickly can I get a test?

We try to offer test appointments quickly, but we cannot meet requests for specified times. Tell us on the form which dates or times suit you. Can I get an urgent appointment? We will try to help. Contact us on 0845 247 2471.

Can I cancel my test appointment?

Yes, provided you give 1 clear day's notice. Clear days exclude Saturday, Sunday and public and bank holidays. These days also exclude the date on which you tell us you wish to cancel and the date of the test. Example: if you wish to cancel a Tuesday appointment you must tell us by the previous Friday. We will only refund the fee if you give enough notice of the cancellation.

THE TEST ITSELF

What should I do before the test?

Make sure the vehicle is roadworthy with all its equipment working. It must be in a reasonably clean condition externally and internally, otherwise we may refuse the test and you would lose your fee.

What should I do when I arrive at the test centre?

Your appointment letter tells you which inspection lane number to go to. You will see equivalent numbers at the test centre. Drive to that lane number and wait. We will then ask you to drive your vehicle into the centre for inspection.

PASSING AND FAILING

What happens if the vehicle passes?

We give a Vehicle Test Certificate (commonly referred to as an MOT certificate), valid for 12 months, to the driver at the test centre. Keep it safe.

What happens if the vehicle fails the test?

If an application is received after 21 days the vehicle will have to undergo a full test and full fee paid. You will get an inspection record sheet/notification of refusal listing the faults, and a retest application form. We charge reduced fees for retest applications if we receive them within 21 days of the full test.

Loss of certificate

If you lose your certificate, apply for a duplicate. Use this form but only complete sections 1, 2, 5, 6 and 8. Send your application and fee to any test centre. Alternatively, you can apply via our telephone booking on 0845 247 2471.

Change of ownership

If the vehicle is re-registered because of a change in registration or ownership, your certificate remains valid.

If I do not have a vehicle test certificate, can I use the vehicle?

No - unless it is being driven to or from the test centre.

APPEALS AND COMPLAINTS

Can I appeal against the examiner's decision?

Yes. You can appeal within 14 days of the decision. You can get appeal forms from test centre. You must pay another fee.

What happens if I appeal?

The vehicle will be re-examined and you will be asked about repairs etc, since the test. You must produce the inspection record sheet/notification of refusal and registration book. If the examiner allows the appeal, we will issue a test certificate. If there are good reasons for the appeal, we may refund all or part of the fee.

How do I complain?

If you are not satisfied with the service you receive, you can use our complaints procedure. Please ask at the test centre for details. If you are unhappy about any aspect of our service, please try to resolve it before you leave the test centre.

VEHICLES THAT DO NOT NEED VEHICLE TEST CERTIFICATE

- 1 Goods vehicles.
- 2 Public service vehicles.
- 3 Locomotives or motor tractors, ie vehicles that are not constructed to carry a load.
- 4 Pedestrian-controlled vehicles.
- 5 Invalid carriages.
- 6 Vehicles that have a current test certificate issued in GB.
- 7 Vehicles exempt from excise duty because they are used on public roads only to get from the owner's land to other land, travelling not more than 6 miles a week.
- 8 Agricultural tractors.
- 9 Vehicles temporarily in NI.
- 10 A vehicle being tested under trade plates.
- 11 Vehicles on Rathlin Island.

Testable items

- Vin/no. plates
- Lights
- Direction indicators
- Reflectors
- Windscreen
- Wipers/washers
- Horn
- Brake fluid level
- Electric wiring
- Suspension mountings
- Fuel system
- Speedometer
- Mirrors
- Steering wheel
- Steering column
- Service brake pedal
- Service brake pedal operation
- Handbrake lever
- Seats and seatbelts
- Body work and flooring
- Doors and locks
- Wheels and spokes
- ABS
- Steering linkage/gear
- Suspension units (condition and attachment)
- Shock absorbers
- Oil leaks
- Engine/transmission mountings
- Transmission
- Exhaust
- Mech. brake components
- Brake wheel units
- Fuel system and components
- Brake system and components
- Underbody/chassis condition
- Tyres
- Hubs/bearings
- Lights/headlight alignment
- Service brake test
- Handbrake test
- Exhaust emission
- Road test (if necessary)



Application for a Vehicle Test Certificate VT3 (MOT)

Please complete all parts of this form that are appropriate to your vehicle

PLEASE USE CAPITALS

Please read the notes opposite before completing the form

FOR OFFICIAL USE

Fee rec'd £ _____ Int _____ Cash/chq/PO/debit/credit card
Booking ref no. _____
Appointment date _____
Process date _____ Int _____

1 Details of vehicle - Please refer to the registration book

Registration mark

Make

Vehicle colour

Model/type

Chassis no.

Fuel type

Cylinder capacity

Date of first registration in NI

Is the vehicle 4-wheel drive? Yes No

Was the vehicle used on the road before being registered in NI? Yes No

If yes, please give its year of manufacture

If previously registered in GB, give its date of registration

Is the vehicle being imported into NI from outside the UK? Yes No

2(a) Details of registered keeper

Please give full name and address

Title _____ Forename(s) _____
Surname _____
Address _____

Town _____ County _____ Postcode _____
Email address _____
Home tel no. _____ Work tel no. _____

2(b) Details of person paying if different from 2(a)

Please give full name and address
This is the person who will receive a refund if the test is cancelled

Title _____ Forename(s) _____
Surname _____
Address _____

Town _____ County _____ Postcode _____
Email address _____
Home tel no. _____ Work tel no. _____

Does the person bringing the vehicle for test have a disability? Yes No

Can the person get out of the vehicle without help? Yes No If no, contact the centre immediately

3 Preferred day, time and location of test (the test will be arranged to suit you, if possible)

Which test centre do you wish to use?

Preferred days/dates and times