Vehicle on hire certificate application

RAC
the driving people

Please print off this form, complete it and send as follows:

By post
Please send completed application form with payment and photocopy letter of authorisation (see 'Important' below) to: RAC Motoring Services, PO Box 1500, Bristol, BS99 2LH.

By fax
Please note we can only accept credit card or switch payment with faxed applications. Fax completed application form and letter of authorisation to: 01603 605 156

Delivery
Please allow at least a week from the date of posting or faxing your application to receipt of your Vehicle on Hire Certificate, which will be sent first class mail. Special delivery can be arranged at an additional charge of £5.26 if you require it within two working days. A signature will be required on delivery. Please include special delivery charge in your payment if you require this service.

Please note: the Vehicle on Hire Certificate is only valid for one year. Start date required from D D M M Y Y

Vehicle Description and Registration Details:

Registration Mark ☐☐☐☐☐☐☐ Date of first registration D D M M Y Y

Vehicle category _____ Cylinder capacity (cc) _____

Make _____ Colour _____

Model/Type _____ No. of seats including driver _____

Body/Type _____ Other _____

Vin/Chassis/Frame No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Registered Keeper of the vehicle (the Registered Keeper is not necessarily the legal owner)

Surname or business name _____ Forenames _____

Address _____

Postcode _____

Important: A copy of the letter of authorisation from the person/company named above must accompany this application

Name and address of person/company hiring/leasing the vehicle

Hirer name _____

Address _____

Postcode _____

Driver 1: (if applicable) Mr/Mrs/Miss/Ms/Other _____

Daytime tel _____ Evening tel _____

Driver 2: (if applicable) Mr/Mrs/Miss/Ms/Other _____

Daytime tel _____ Evening tel _____

Payment

I enclose a fee of £8.00, plus £5.26 special delivery charge (please put 'x' in box if required) ☐

Applications for special delivery must be received no later than 3.30pm

Enter total payment £ _____ (cheques payable to RAC Motoring Services)

Or please charge the above amount to my credit card/switch account (put 'x' in box)

Visa ☐ MasterCard ☐ Switch ☐ We do not accept American Express or Diners Club

Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐☐☐

Valid from M M Y Y Expiry M M Y Y Issue No.(Switch only) ☐☐

Card Verification Code (3 digit security code from the signature strip on reverse of card) ☐☐☐

Signature of applicant _____ Date D D M M Y Y

Please ensure that you have fully and correctly completed this application to avoid delay in issuing certificate

DATA PROTECTION ACT - INFORMATION USES

For the purposes of the Data Protection Act 1998, the data controller in relation to the information you supply is RAC Motoring Services (RACMS), (Company No: 1424399), RAC House, Brockhurst Crescent, Walsall, WS5 4AW. RACMS will share the information you provide, together with other information, with our group companies. We (RAC group companies) may use this for administration, marketing, customer services and profiling your purchasing preferences. We may disclose your information to our service providers and agents for these purposes. We may keep your information for a reasonable period to contact you about our services. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it. When you give us information about another person, you confirm that they have authorised you to act for them, to consent to the processing and use of their personal data in the manner described in this notice and to receive on their behalf any data protection notice. You have the right to ask for a copy of your information (for which we will charge a small fee) and to correct any inaccuracies. We may record telephone calls for staff training and evidential purposes.

Sensitive Data

By returning this form, you give us consent to use your sensitive personal data e.g. health data for your registration under the Motability Scheme (if appropriate), solely for the purposes for which you submit it

Informing you about products and services

We offer motoring and travel related products such as breakdown services, vehicle inspections, sales and leasing. We also offer financial products such as Insurance and loans. We may also share your information with our business partners. By providing us with your contact details, you will be indicating to us and our business partners, your consent to us and them contacting you by mail, telephone, fax, email, SMS/MMS to let you know about any goods, services or promotions of our own, our business partners or other third parties, which may be of interest to you unless you indicate an objection to receiving such messages by ticking the box ☐.