## Vehicle on hire certificate application



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 587, Bristol, BS32 4QN.	By e mail We can no longer accept applications by fax. Please complete the form and e mail it to: traveladmin@rac.co.uk	
Delivery Please allow at least a week from the date of submitting 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 £6.95 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	
Vehicle Description and Registration Details:		
Registration Mark	Date of first registration	
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 Registere	ed Keeper is not necessarily the legal owner)	
Registered Keeper of the vehicle (the Registere	ed Keeper is not necessarily the legal owner) Forenames	
Surname or business name		
Surname or business name	Forenames Postcode from the person/company	
Surname or business name Address Important: A copy of the letter of authorisation	Forenames Postcode from the person/company	
Surname or business name Address Important: A copy of the letter of authorisation named above must accompany this application	Forenames Postcode from the person/company	
Surname or business name Address Important: A copy of the letter of authorisation named above must accompany this application Name and address of person/company hiring/	Forenames Postcode from the person/company	
Surname or business name Address Important: A copy of the letter of authorisation named above must accompany this application Name and address of person/company hiring/ Hirer name	Forenames Postcode from the person/company	
Surname or business name Address Important: A copy of the letter of authorisation named above must accompany this application Name and address of person/company hiring/ Hirer name	Forenames  Postcode  from the person/company leasing the vehicle	
Surname or business name         Address         Important: A copy of the letter of authorisation named above must accompany this application         Name and address of person/company hiring/         Hirer name         Address	Forenames  Postcode  from the person/company leasing the vehicle	
Surname or business name          Address         Important: A copy of the letter of authorisation named above must accompany this application         Name and address of person/company hiring/         Hirer name         Address         Driver 1: (if applicable) Mr/Mrs/Miss/Ms/Other	Forenames         Postcode         from the person/company         Leasing the vehicle         Postcode	

### Payment

I enclose a fee of £8.00, plus £6.95 special delivery charge (please put 'x' in box if required)

Applications for special delivery must be received no later than 3.00pm

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

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

or preude enarge the above amount to my creat early ownen account (par x in box)		
Visa MasterCard Switch We do not accep	ot 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

#### Your Data

This section provides a short summary of how we collect and use your data. Please refer to our website at rac.co.uk/privacy-policy for full details of how we use your data. Alternatively, you can obtain a copy of our Privacy Policy by using the contact details below.

#### What is your data?

There are three types of data we will hold about you: 1. Personal data is information we hold on our records which identifies you. This includes your name, address, email address and telephone number; 2. We will also hold data about you that is not personal, for example, information about your vehicle; and 3. A small number of our products and services require us to collect and store special categories of personal data. We will only ask for this data when it is absolutely necessary and in accordance with data protection laws.

#### How we obtain and collect your data

Your data may be collected in a number of different ways. For example, when you apply for RAC Membership through our website or over the phone, contact us through social media or make a claim under your policy. We will always need to collect, store and use information about you to be able to provide you with your policy. Please note, if you do not provide your data we will be unable to provide you with cover, as well as services related to administering your policy.

#### Your rights

You have a number of rights relating to your personal data. For further information regarding any of these rights please visit rac.co.uk/privacy-policy or contact us via: Post: Membership Customer Care, RAC, Great Park Road, Bradley Stoke, Bristol, BS32 4QN. Email: membershipcustomercare@rac.co.uk. Phone: 0333 202 3059

You can write to our Data Protection Officer at the following address: Data Protection Officer, RAC, Great Park Road, Bradley Stoke, Bristol, BS32 4QN or Email: dpo@rac.co.uk RACFLEET093.0815.3842