

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](mailto: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

D	D	M	M	Y	Y
---	---	---	---	---	---

## 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 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 £6.95 special delivery charge (please put 'x' in box if required)

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

Enter total payment £

(cheques payable to RAC Motoring Services)

If you would like to make your payment on a credit or debit card then you need to send us this form with your letter of authority and we will call you back to take your payment

Day time contact number

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](http://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](http://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](mailto: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](mailto:dpo@rac.co.uk)

RACFLEET093.0815.3842