

Vehicle on hire certificate application



Please print off this form, complete it and send it with a copy of the letter of authorisation 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 email

We can no longer accept applications by fax. Please complete the form and email it to: traveladmin@rac.co.uk

Delivery

Once your completed form, letter of authorisation and payment is received 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. 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. See additional prices below.

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 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 £25 for the certificate plus a delivery fee, select the option below

First class post £1.77 Special delivery (9am mon – fri 2pm) £9.95 Special delivery saturday £14.94

Applications for special delivery must be received no later than 2.00pm

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

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

Email: dpo@rac.co.uk