

Application for the issue of
a Dutch vehicle registration
certificate for a car or light
commercial vehicle ≤ 3500 kg
based on a special individual
approval (ITS)



RDW

- This form is also an application form (this form consists of two pages and must be filled in as completely as possible). By signing this form, the applicant requests that the application for a vehicle registration certificate for the vehicle stated on this form is accepted for processing at the ITS basic fee. Any additional costs for the vehicle testing, where applicable, will first be notified to the applicant.
- This application form must be filled in clearly readably. Along with the application you must send a copy of the foreign registration certificate or construction year declaration or certificate of origin, otherwise your application is not handled.
- Send the completed and signed form to: RDW, IKS department, P.O. Box 777, 2700 AT Zoetermeer.
- The applicant's stated address is the billing address.
- Please tick as appropriate.

Details of applicant

Surname	_____	Initials	_____
Street	_____	No.	_____
Postcode and town/city	_____		
Phone	_____		
Fax	_____		
E-mail address	_____		

Vehicle information

Vehicle type	<input type="checkbox"/> Passenger car	<input type="checkbox"/> Light commercial vehicle (≤ 3500 kg)
Make	_____	
Type	_____	
Identification number	_____	Year of ¹ construction
Location of identification number	_____	
Max. mass of vehicle	Load capacity of light commercial vehicle	
Max. load axle no. 1	Max. load axle no. 2	Max. load axle no. 3
Max. permissible mass of the combination	Max. mass of broken trailer	Max. mass of unbroken trailer
Max. trailer weight required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bodywork	_____ doors	
	<input type="checkbox"/> Coupe	<input type="checkbox"/> Sedan
	<input type="checkbox"/> Estate car	<input type="checkbox"/> Convertible
	<input type="checkbox"/> Other	_____
	<input type="checkbox"/> Open vehicle (Pick Up)	<input type="checkbox"/> Closed vehicle
	<input type="checkbox"/> Hatchback	<input type="checkbox"/> Combination vehicle

Engine details

Engine code	_____			
Location of engine code	_____			
Make	_____			
Type	_____			
Fuel	<input type="checkbox"/> Petrol	<input type="checkbox"/> Diesel	<input type="checkbox"/> Other	_____
Cylinder capacity	cm ³	No. of cylinders	Max. engine capacity	kW at
	_____	_____	_____	_____
				revs/min

Transmission details

Transmission	<input type="checkbox"/> Automatic	<input type="checkbox"/> Manual
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1 - Year of construction must be shown

Details of brake system

- Foundation brakes

Seperated system Yes No

- Handbrake

Mechanical on Rear wheels

Front wheels

Transmission

- Brake fluid level check

Check by means of Transparent reservoir

Level indication

Other _____

Vehicle dimensions

Length _____ cm

Width _____ cm

Height _____ cm

Wheelbase _____ cm

Tyres

Size _____

Loadindex _____

Speed symbol _____

Vehicle speed

Max. speed _____ km/h (manufacturer's figures)

Remarks

Signature

By signing this form, the applicant declares that he/she also agrees to the terms and conditions applicable to an ITS test carried out by the RDW.

Date _____

Place _____

Applicant's signature _____



General

In accordance with occupational health and safety legislation, the testing hall may only be entered with the permission of an employee of the RDW. In the interests of safety, children under the age of 16 and pets are not allowed to enter the test centre.

Confirmation of identity

In order to register motor vehicles in your name you must produce documentation to confirm your identification at import inspections and/or when registering a vehicle for the first time in the Netherlands. Confirmation of identification can only be provided by a valid passport accompanied by a copy from the Municipal Personal Records Database (GBA) of a municipality in the Netherlands or a valid original Dutch driving licence. The natural person in whose name a motor vehicle is to be registered must always appear in person at the test. If you are unable to appear in person, you can authorise a company that has been certified for stock-in-trade by the RDW to appear on your behalf. If the vehicle is to be registered in the name of a company, an authorisation form issued by the RDW bearing the signature of the authorised signatory of the company must be presented. In that case, in addition to your own confirmation of identification, a recent extract from the Chamber of Commerce and Industry together with a copy of the driving licence or passport of the company's authorised signatory (recent = issued not more than 1 year ago in the case of an extract from the Chamber of Commerce and not more than 3 months ago in the case of a copy from the Municipal Personal Records Database) must also be presented.

If the vehicle has not been previously registered, you must provide proof of this by means of official documents issued by the manufacturer, importer or the relevant competent government agency. In the case of an imported vehicle that has been previously registered, you must present the full foreign vehicle registration certificate issued for this vehicle. These documents will be retained.

If the vehicle is to be entered in the company's stock-in-trade, the original company pass must be brought.

Payment conditions and information

The test fee may be reviewed in the period between the date of the confirmation letter and the date for which the test has been booked, resulting in a higher test fee. The test fee may also be higher if it is necessary to carry out a more extensive test than original booked.

Cancelling or changing a vehicle test booking

If you are unable to keep an appointment that has been booked for a vehicle test, you must notify the RDW at least 2 working days before the scheduled date of the test. Failure to cancel a booking in good time will result in the fee for the full test fee being charged in accordance with the Road Transport Directorate Fees Decree (Besluit Tarieven Dienst Wegverkeer).

Insurance and liability

In accordance with the Civil Liability Insurance (Motor Vehicles) Act (Wet aansprakelijkheid motorrijtuigen (WAM)), the vehicle must be insured. You may hold the RDW liable for any damage to your vehicle caused by a member of the technical staff of the RDW.

Vehicle registration certificate valid for a single day

You will receive a vehicle registration certificate that is valid for a single day with the notice of test sent to you. The licence number must be attached to the front and rear of the vehicle (in the case of a motorcycle, to the rear only) in black letters and figures on a white plate on the day of the test.

Vehicle state of repair

The vehicle must be presented for testing in a roadworthy condition and with sufficient fuel in its tank. It is essential that your vehicle is in a good state of repair if a smoke test or exhaust emission (four gas exhaust analysis) test is also to be carried out during the inspection. The RDW does not assume liability for any engine damage caused due to inadequate servicing. The location of the vehicle identification number (chassis number) must be clean. In view of the need to schedule personnel and order materials, the RDW is required to charge the costs of testing also if, in the RDW's opinion, the tests cannot be carried out due to the condition of the vehicle.

Refusal (failure)

If your vehicle does not pass the test or if you are unable to present all the necessary documents, you will be given a summary of the defects and/or the documents that have yet to be presented by the RDW employee. Once the defects have been remedied, a new appointment must be made so that your vehicle can be tested once again. Normally, additional costs are associated with repeat tests. The repeat test must take place within 8 weeks after the original test in which the defects were discovered. Failure to observe this term will result in the need for a full test once again, for which the associated costs will be charged.

Possibility of objection

The General Administrative Law Act (Algemene wet bestuursrecht) stipulates that no possibility of appeal or objection exists against a vehicle being refused a certificate based on a technical inspection.

Under Section 90 of the Road Traffic Act 1994 (Wegenverkeerswet 1994), there is a possibility of objection against a refusal to issue a test certificate. This objection must be filed immediately after the decision (failure report) has been issued and is subject to costs.

Attention points for declaration of private motor vehicle and motorcycle tax (bpm)

In addition to the terms and conditions regarding documents and confirmation of identification set out in the appendix, it is possible that you may have to meet the requirement to pay private motor vehicle and motorcycle tax (bpm) immediately following approval of the vehicle. It is important that you provide your tax and national citizen service number when making this bpm declaration at the Customs Administration. You should also note that payment in cash is not possible. The declaration can be completed at most RDW testing halls, although not at the Test Centre Lelystad.

N.B.

- A bpm declaration must be made within 12 months of vehicle testing. Failure to make this declaration within the prescribed term will result in the need for the vehicle to be tested again at the applicable fee in accordance with the RDW's general terms and conditions.
- The internal expedited regulations of the Customs Administration do not affect the time required by the RDW to issue a vehicle registration certificate. Once the vehicle has been approved and all the necessary documents have been received by the IKS department, the vehicle registration certificate can be issued within 10 working days.

Further information

The RDW's website contains information on testing, among other things: www.rdw.nl.

Telephone numbers for further information

For questions about RDW vehicle test bookings: +31 (0)79 345 83 02 during office hours

For questions about private motor vehicle and motorcycle tax (bpm): +31 (0)800 0143 (free of charge in the Netherlands) from Monday to Thursday, 8 am to 8 pm, and on Friday from 8 am to 5 pm.