**Exception Request Form for Escalations**

If you believe the data is incorrect, please complete and return this form.

This should be completed by the approved centre’s responsible person and submitted to JAUPT-Escalations@dvsa.gov.uk along with any evidence that supports the request. A written decision will be provided to you within 15 working days of receipt of the request:

**Centre Information:**

|  |  |
| --- | --- |
| Centre Number |  |
| Centre Name  |  |
| Name of Person submitting the request |  |

**Escalation Type:**

[ ]  Late uploads

[ ]  Notification of planned training

[ ]  Same course or content

 *Please tick the relevant box that is applicable. Only one form should be used for each escalation.*

**Details of Request:**

|  |
| --- |
| ***Please tell us why you think this data is incorrect. Please note administration errors will not be considered as a legitimate reason.*** |

 **Supporting Documentation:**

[ ]  Emails from DVSA/DVA
[ ]  R&E evidence
[ ]  Screenshots of systems e.g. error messages
[ ]  Other (please specify below)

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