**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](mailto: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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