

Authorisation Form For The Supply Of Vehicle Keys/No Plates

All relevant boxes **must** be completed in full, using **BLOCK CAPITALS**.

Customer Details

Mr / Mrs / Miss / Ms Account No(If Applicable)

Surname Initials

Address

.....

Post Code Telephone No

Name And Address On Log Book If Different To Above

.....

Reg No.	<p>Proof Of Identity/Ownership Checked</p> <p style="text-align: center;">✓</p> <p>Log Book (V5) <input type="checkbox"/></p> <p>Utility Bills <input type="checkbox"/></p> <p>Driving Licence <input type="checkbox"/> Photo ID preferred</p> <p>One of each of the above is mandatory</p> <p>Written Authority <input type="checkbox"/></p> <p>Written authority to be verified by your Supervisor</p> <p>Other Specify</p> <p>.....</p> <p>(Attach all Photocopies of Above)</p>
Ch No.	
Model	
Key No	
Colour	
No Of Keys Req/No Plates	
Standard or Euro-plates	
<p>Advise Customer of possible labour charge & booking required for key recoding on Certain Model or fitment charge for No-Plates.</p>	

I certify that I am the owner of the vehicle for which I am requesting a key(s)/no-plates to be made or this request for a key(s)/No-Plates to be made is with the full knowledge of the owner/authorised user of the vehicle described above.

Signed Name in Capitals

Date Details Checked By.....

Invoice No

The code of practice for the cutting of vehicle keys is supported by the Home Office, Master Locksmiths Association, British Hardware Federation, RMIF & SMMT and other trade organisations.