

REGISTER OF APPROVED DRIVING INSTRUCTORS

ADI 3A



1. Application for ADI Theory Test

Please read the notes overleaf in capitals the boxes

A. Your Details

Title: Mr Mrs Miss Ms

Surname:

First Name(s):

Maiden Name:

Home Address: Postcode:

Tel: (inc STD code)

Mobile:

E-mail:

Date of Birth Day Month Year

Have you ever applied for registration before? If you have then please quote your Potential Driving Instructor (PDI) No.

B. Licence Details

Please give your driver number below

Driver number grid

Your current licence must be a NI/GB or Community Licence

Issue date:

Have you held a full NI/GB, foreign or Community licence for 4 out of the last 6 years, please give details, ie, how many years (ignore if not applicable)

NI/GB Years Foreign Years Community (EU) Years

Please state which country (countries)

Do you have any disability that needs to be taken into consideration when taking the qualifying tests? Please give details on a separate sheet.

Yes No

Have you even been convicted of an offence (including motoring offences)

Yes No

I confirm that I have read and understood the Agency's 'Fit & Proper Person Policy'.

Yes No

I wish to pay by Visa/MasterCard/Switch/Maestro Please charge £ 72.00 to my account

My card number is:

Card Valid from Card Expiry date

Issue No (Switch/Maestro only) Name of Cardholder

Signature of Cardholder

If paying by credit/credit card I agree that any refund be made to the cardholder.

Signature of candidate

Date

Signature:

Date:

IMPORTANT NOTE

Please note that only 3 attempts are permitted at the theory test. If you are not successful at your third attempt, you must wait 2 years from the first attempt before re-applying. Once you have passed the theory test you have only 2 years in which to complete the remainder of the ADI examinations.

PENALTY: The penalty for knowingly making a false statement or withholding material information for the purpose of securing registration is level 4 on the standard scale, currently £2,500.

Applicants can obtain the Regulations covering this scheme from The Stationery Office, Arthur Street, Belfast. The title is 'Motor Vehicles (Driving Instruction) Regulations (NI) 2010'.

CRIMINAL HISTORY CHECKS

Each applicant applying for this test will be subject to a criminal history check. These checks will be carried out by Access Northern Ireland (ANI). ANI provides criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults. ADIs and prospective ADIs will be subject to an enhanced check under ANI. In certain cases the disclosure may contain information about charges or cases pending which have not yet resulted, or did not result in convictions but which the police believe may be relevant to the position of an ADI. ADI Section will provide advice if requested to new applicants with concerns about a criminal history. DVA will make decisions on the basis of its 'fit and proper' person policy. It is important that you read and fully understand its contents before submitting your application.

Please complete this form together with the enclosed ANI Disclosure Certificate Application Form. They should be returned together with proof of identity as indicated on the form and the appropriate fee to the:

Business Support Unit
DVA
Balmoral Road
Belfast
BT12 6QL
028 9054 7933

DVA will then complete the form, countersign it and send it to ANI. Enhanced disclosures must be signed by the Registered Body (DVA). They **must not** be sent direct to ANI. One copy of the enhanced check disclosure will be sent to the DVA and one to the applicant. Please note, we have been advised by ANI that this process may take 4 weeks.

A criminal record will not necessarily be a bar to registration as an ADI or to being allowed to proceed with the ADI examinations. DVA as a registered body must abide by the ANI Code of Practice. This Code can be made available on request.

Check List - have you

- Completed all sections of the test application and Enhanced Disclosure Certificate forms?
- Signed the test application forms?
- Enclosed appropriate proof of identity?
- Enclosed the appropriate fee?
- Read and understood the Agency's Fit & Proper person policy?

Cheques, etc, should be crossed and made payable to DVA - PLEASE DO NOT SEND CASH

"The Department of the Environment uses personal data you provide for the purpose of booking an ADI Test. Personal data may also be used by the Department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998."

Further information about the ADI process can be found at <http://www.dvani.gov.uk/adi/home.asp>