

Correct as at 6th June 2026. It may be superseded at any time.

Extract taken from: Entry certification > Pre-registration and VIN > VIN affixing > Repairing incorrectly affixed VINs

4-2 Repairing incorrectly affixed VINs

Despite the procedural requirement for a second person (the QA controller) to verify the affixed VIN, it is still possible for errors to occur. Procedures for correcting errors are outlined below.

1 Correcting a VIN plate

If an incorrect VIN is affixed to a vehicle, it must be removed and the correct VIN (as printed on the VIN checksheet for that vehicle) must be affixed.

1. Remove the incorrect VIN plate from the vehicle.
2. Make a new plate with the correct VIN.
3. Have the new plate checked by the QA controller.
4. Fix the correct VIN plate to the vehicle.
5. Process the original incorrect VIN plate as required for audit purposes and destruction (the number of VIN plates issued must be checked against LANDATA).

2 Correcting a VIN etched on a rear windscreen

If a VIN is etched onto a rear windscreen incorrectly and the owner wants the glass replaced, the windscreen must be replaced at the sole expense of the entry certifier. The correct VIN must then be etched on the new windscreen.

However, if the owner of the vehicle is willing to have the VIN corrected on the same windscreen, the incorrect VIN must be masked out and completely over-etched. The correct VIN must then be etched just above or below the original incorrect VIN.

3 Correcting a stamped VIN

A maximum of three stamping errors can be corrected by crossing out the individual letters or digits, and by stamping the correct letter or digit just above or below the crossed errors.

A hash character (#) must be used to cross out incorrect letters or digits. If a hash character is not available, an 'X' or a dollar sign (\$) may be used.

Example:

6 D 9 # 0 F # K 2 A 2 # 7 1 0 3 6
 J D 5

As an alternative, all letters and digits may be machined out and the entire VIN stamped again.

If there are more than three stamping errors, all letters and digits must be crossed out and the entire VIN must be stamped again, just above or below the original incorrect VIN.

Example:

~~6~~ ~~D~~ ~~9~~ ~~J~~ ~~0~~ ~~F~~ ~~D~~ ~~K~~ ~~2~~ ~~A~~ ~~2~~ ~~5~~ ~~7~~ ~~1~~ ~~0~~ ~~3~~ ~~6~~
 6 D 9 J 0 F D K 2 A 2 5 7 1 0 3 6

4 Recording a VIN correction

When a stamped or etched VIN has been corrected, details of the correction must be recorded in the vehicle notes. This is to prevent suspicion arising when the VIN is inspected at a later date. If a VIN plate has been removed and a new one attached in such a way that there is no sign of the correction, this step is not required. The minimum details to be recorded are the number of characters in the VIN that were corrected and the positions of these characters.

Example:

6	D	9	#	0	F	#	K	2	A	2	#	7	1	0	3	6
			J			D					5					

VIN corrected in 3 positions: 4, 7, 12