

### Important information regarding your driving licence

From the 8th of June 2016 the paper counterparts of your license have been abolished and are no longer valid. In order for hire firms like ourselves to check hirers licence entitlement and convictions etc the government have set up a web site where you are able to gain access to your licence details and share them with a third party like ourselves. To do this you will need the following:

Please note: I have to check this no more than three days from start of hire but the codes now last for 21 days so please send codes no earlier than that.

#### You will need

Your Driving Licence Number  
Your National Insurance Number  
Your Postcode

Go to: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

Fill in the information required, tick when you have read the privacy notice and click on 'view now' button at the bottom of the page.

You will now be able to view your driving licence information. To share this information with another person select the 'share your licence information' tab highlighted in red.

Click on the 'Create a code' button

You will now be shown a check code which is case sensitive.

You now need to forward this code to us along with the last 8 digits of your licence number.

The check code is only valid for 21 days and can only be used once.

We will then check your entitlements and convictions (if any). We then print a copy of this for our records. If you cannot use the internet you can phone DVLA on 0300 083 0013 for their One Time Use Access Code

This link (includes some excellent videos) is very useful <https://www.gov.uk/government/news/driving-licence-changes>

#### NB - Driving Licence Numbers

The DVLA add a 2 digit issue number at the end of each licence number – these two digits do not form part of the licence number itself and may lead to some confusion. For example:-

Example Licence Number = SMIT9 657076 FR9HJ 55

55 = Issue Number

076FR9HJ = last eight digits required by DVLA website

