

# **ADINJC Training**

## **Guide To Driving Licences**

### **Sharing Your Licence Information**



#### **Changes To Driving Licences 8<sup>th</sup> June 2015**

The driving licence counterpart was abolished on 8<sup>th</sup> June 2015.

A driving licence now consists of simply the photocard.

Paper driving licences issued before the introduction of photocard driving licences still remain valid.

Endorsements, penalty points and driving bans will no longer be recorded on driving licences, but will instead only be accessible online.

#### **Sharing Information**

There will be various occasions when an individual or an organisation will need to access your driving licence information, these could include:

- An Insurance Company
- A Car Hire Company
- Your Employer (this could include if you drive your own vehicle for work)
- A Driving Instructor / Driving School

#### **Methods Of Sharing Driving Licence Information**

There are 4 options to enable your driving instructor to access your driving licence information.

Your driving instructor will let you know which one they would like you to use.

- On the 1<sup>st</sup> lesson by using a tablet or smart phone and the Internet
- Before the 1<sup>st</sup> lesson by checking your own details, printing the information and giving it to your driving instructor on the 1<sup>st</sup> lesson
- Before the 1<sup>st</sup> lesson by checking your own details and then generating a check code that can be used by your driving instructor, once only within 72 hours
- By telephoning DVLA



## Option 1: On the 1<sup>st</sup> lesson by using a tablet or smart phone and the internet

- 1 You will need your driving licence, national insurance number and postcode
- 2 Your driving instructor will go to <https://www.gov.uk/view-driving-licence>
- 3 Your driving instructor will enter your driving licence number, national insurance number and postcode as shown on your driving licence

**GOV.UK** Search

Home > Driving and transport > Driving licences

## View your driving licence information

[Change the address on your driving licence](#)  
[Driving licence categories](#)  
[Driving licence codes](#)

This service replaces the [paper counterpart](#) of your licence from 8 June 2015. You should use your paper counterpart until then.

You can use this service to:

- view your driving record, eg vehicles you can drive, [penalty points](#) and [disqualifications](#)
- create a licence check code to share your driving record with someone else, eg your employer or a car hire company

The check code will allow someone to see what vehicles you can drive, any penalty points or disqualifications, your name and the last 8 characters of your driving licence number.

You can't use this service:

- if your licence was issued in Northern Ireland
- to check the progress of a licence application
- to check historical information, eg expired penalty points or old driving licence entitlements

**View now**

**You'll need**

- your driving licence number
- your [National Insurance number](#)
- the postcode on your driving licence

### Enter details

You should only use this service to view or share your own driving licence.

Your driving licence number  
Example: MORG657054SM9UJ

[Where to find your driving licence number](#)

Your National Insurance number  
Example: QQ123456C

[Where to find your National Insurance Number](#)

Postcode  
Example: EH1 9SP

By ticking this box, you are providing the Driver and Vehicle Licensing Agency (DVLA) with your consent to check your personal details including your National Insurance number with the Department for Work and Pensions and Her Majesty's Revenue and Customs to help verify your identity. If you do not wish to tick this box, the DVLA will be unable to verify your identity and you will not be able to use this service. For more information on how the DVLA will use your information and the alternative ways of accessing this service please see our [privacy policy](#)

**View now**

- 4 Your driving instructor will then be able to view your details, vehicles you can drive, penalty points and disqualifications

**Driver & Vehicle Licensing Agency**

### Licence summary

You can share this licence information summary with someone else like your employer or a car hire firm.

**Mrs [redacted]**

Driving licence number: XXXXXXXX3D4SC8M9J  
Licence issue number: 66  
Date summary generated: 1 June 2015 12:18

Check code: [redacted]

This code  
• is case sensitive  
• is valid for 72 hours  
• can only be used once.

**Status**  
Current full licence

**Endorsements**  
1 3  
C1, B, A, D, E, F, G, H, I, J, K, L, M, N, P, Q, R, S, T, U, V, W, X, Y, Z

Can drive				Provisionally drive			
Category	Start date	End date	Codes	Category	Start date	End date	Codes
B	14 October 1995	3 November 2015		A	27 September 1994	3 November 2015	
BE	14 October 1995	3 November 2015		B	27 September 1994	3 November 2015	
CE	14 October 1995	3 November 2015		BE	27 September 1994	3 November 2015	
CE	14 October 1995	3 November 2015	907				
DE	14 October 1995	3 November 2015	908				
DE	14 October 1995	3 November 2015	908, 909				
F	14 October 1995	3 November 2015					
E	14 October 1995	3 November 2015					
L	14 October 1995	3 November 2015					
M	14 October 1995	3 November 2015					

**Endorsements**

SP30	Penalty points	Offence date	Expiry date	Description
3		29 March 2013	29 March 2016	Exceeding statutory speed limit on public road

- 5 Your driving instructor may save the webpage or save a screenshot, so that they have evidence of making the entitlement check

**Option 2: Before the 1<sup>st</sup> lesson by checking your own details, printing the information and giving it to your driving instructor on the 1<sup>st</sup> lesson**

Follow the same steps as in Option 1, then click on “share licence information”.

This creates a code, and you will be given a choice to either “view, print or save your licence information”



Click print, and then bring the printed details with you on your first driving lesson

Your driving instructor may retain the printout so that they have evidence that the entitlement check has been made.

**Option 3: Before the 1<sup>st</sup> lesson by checking your own details and then generating a check code that can be used by your driving instructor, once only within 72 hours**

Follow the same steps as in Option 1, they then click on “share licence information”.

This creates a code, which you pass on to your driving instructor.

The code is case sensitive, can only be used once, and is only valid for 72 hours

Your driving instructor can then log on to [www.gov.uk/check-driving-licence](http://www.gov.uk/check-driving-licence)

They will enter the last 8 digits of your driving licence number and the code that you have supplied. They will then be able to see the information about your driving licence.

**Option 4: By Telephoning DVLA**

If the above 3 options are not possible you will need to phone DVLA on 0300 790 6801

You must leave permission for your driving record to be checked verbally by a nominated person / organisation

Once this is done your driving instructor can phone DVLA on 0906 139 3837 but this is expensive as calls cost 51p a minute

Your driving instructor will need your full name as it appears on your licence, address and postcode and date of birth

The permission will remain with DVLA for 7 days. Your driving Instructor may pass on the cost of using this service