ADINJC Training Guide To Driving Licences Sharing Your Licence Information



Changes To Driving Licences 8th June 2015

The driving licence counterpart was abolished on 8th 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.

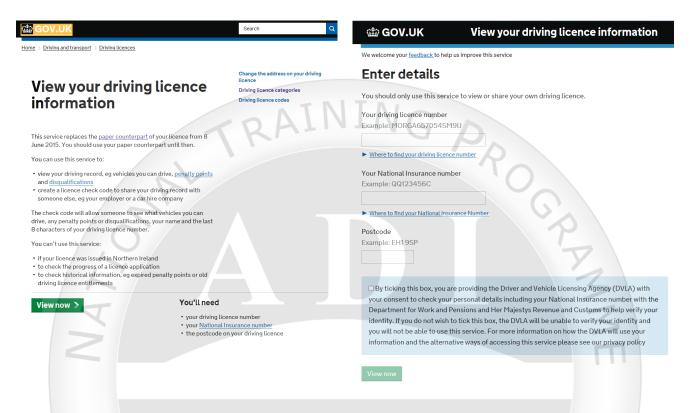
Your driving instructor will let you know which one they would like you to use.

- On the 1st lesson by using a tablet or smart phone and the Internet
- Before the 1st lesson by checking your own details, printing the information and giving it to your driving instructor on the 1st lesson
- Before the 1st 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 1st 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



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

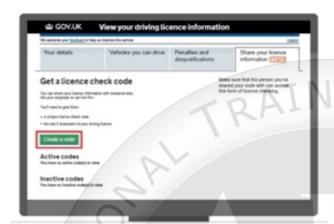


Your driving instructor may save the webpage or save a screenshot, so that they have evidence of making the entitlement check

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

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