

DVLA License Check Process

DVLA link - <https://www.gov.uk/view-driving-licence>

Copy of completed DVLA check will need to be sent to Add Info so notes can be added for Payout purposes. All DVLA checks MUST be completed within the last 7 days prior to being sent to Add Info.

Customer will need input personal details as per below to generate a case sensitive check code.

View or share your driving licence information

You can use this service to:

- view your driving record, for example vehicles you can drive
- check your penalty points or disqualifications
- create a licence "check code" to share your driving record with someone, for example a car hire company

The check code will be valid for 21 days.

You'll need:

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

This service is also available [in Welsh \(Cymraeg\)](#).

[Start now >](#)

[More information](#)

[Other ways to apply](#)

Related content

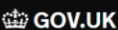
[Driving licence codes](#)

[Driving licence categories](#)

[Check someone's driving licence information](#)

[Add a check code using your mobile phone to share your driving licence information](#)

Customer will need to input driving license number and national insurance number followed by their postcode;

 **View your driving licence information**

We welcome your [feedback](#) to help us improve this service

Enter details

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

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number
Example: MORGA657054SM9IJ

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

Your National Insurance number
Example: QQ123456C


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

Postcode
Example: EH1 9SP

Details on where to find this information can be opened clicking on the links 'where to find my license number'

▼ Where to find your driving licence number

Your driving licence number can be found in section 5 of your driving licence photocard



Your National Insurance number
Example: QQ123456C

Enter your National Insurance number.

▼ Where to find your National Insurance Number

Your National Insurance number can be found on

- your National Insurance card
- your payslip
- P60
- benefits information
- tax return

If the customer doesn't know their license number – they can click onto the below link 'search for your license using your personal details'

Postcode
Example: EH1 9SP

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

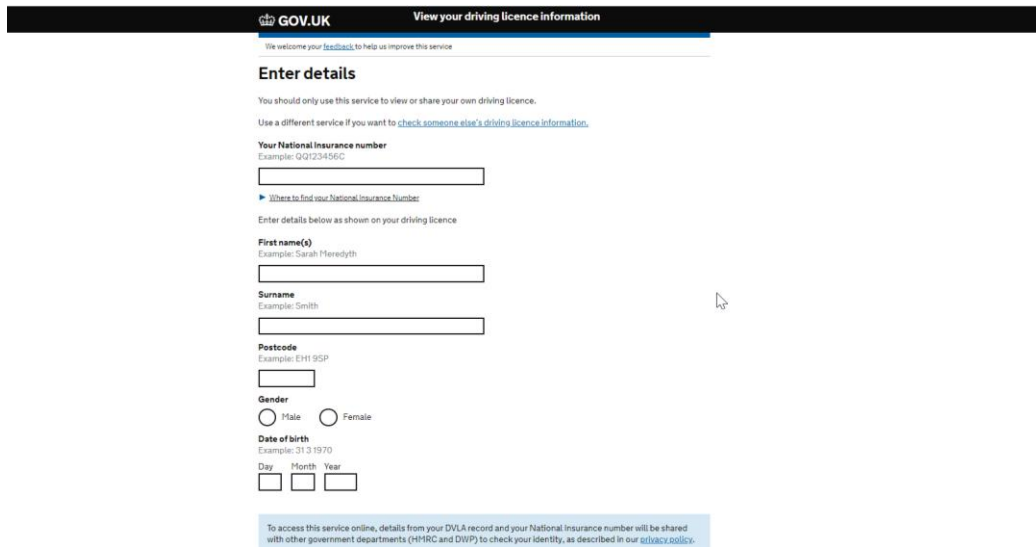
I would like to use this service and understand that my data will be shared as explained above.

I agree

[View now](#)

Don't know your driving licence number? [Search for your licence using your personal details](#).
Alternatively, you can return to the [Start Now](#) page.

When clicking onto the link, the customer will be asked to fill out the below;



GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

Enter details

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

Use a different service if you want to [check someone else's driving licence information](#).

Your National Insurance number
Example: 9Q123456C

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

Enter details below as shown on your driving licence

First name(s)
Example: Sarah Meredith

Surname
Example: Smith

Postcode
Example: EH1 9SP

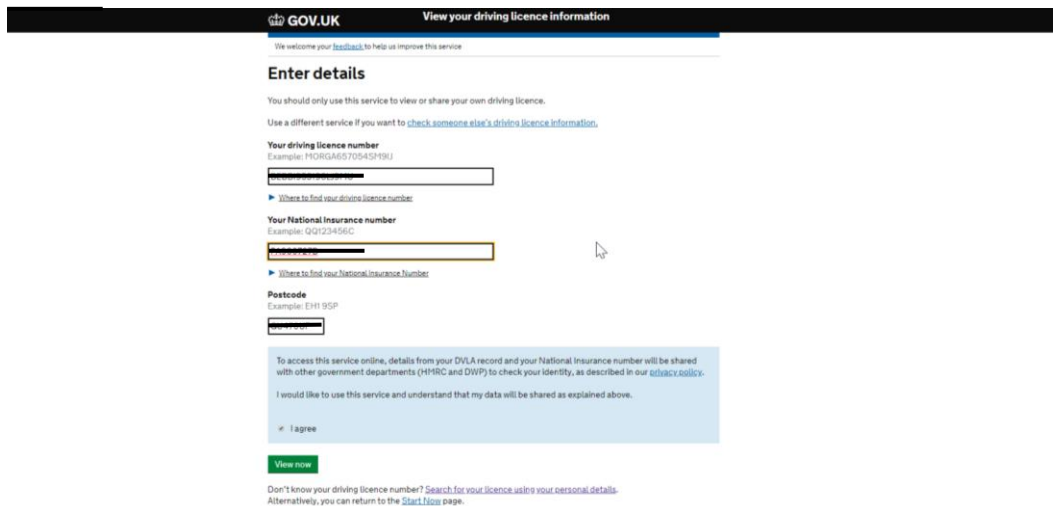
Gender
 Male Female

Date of birth
Example: 31 3 1970

Day Month Year

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

This will then give the customer their driving license number ready to generate the check code. They'll need to input as per the below;



GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

Enter details

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

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number
Example: F10GAA657054SP9KJ

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

Your National Insurance number
Example: 9Q123456C

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

Postcode
Example: EH1 9SP

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

I would like to use this service and understand that my data will be shared as explained above.

I agree

[View now](#)

Don't know your driving licence number? [Search for your licence using your personal details](#). Alternatively, you can return to the [Start Now](#) page.

The customer will then be presented with their personal details below;

Your details	Vehicles you can drive	Penalties and disqualifications	Get your check code
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Miss [REDACTED]

Date of birth [REDACTED]

Gender **Female**

Address [REDACTED]

Licence details

Driving status **You have a full driving licence**

Licence valid from **5 Aug 2018**

Licence valid to **5 Aug 2026**

Driving licence number [REDACTED]

Licence issue number **94**

To update or renew your driving licence details visit the [driving licence](#) section

The customer will then need to proceed to the tab – ‘get your check code’

Your details	Vehicles you can drive	Penalties and disqualifications	Get your check code
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Get a licence check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

[Get a code](#)

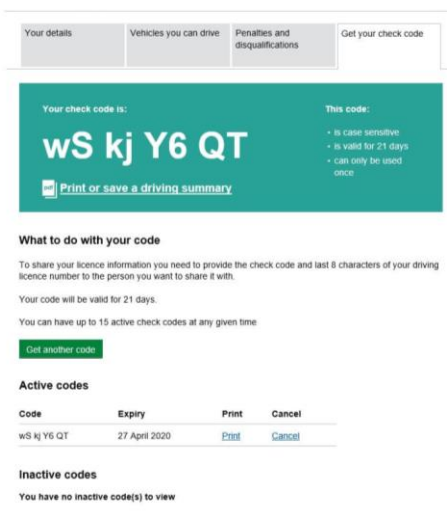
Active codes

You have no active code(s) to view

Inactive codes

You have no inactive code(s) to view

When the customer has submitted 'get code' – the page will generate a unique code as shown below;



Your details Vehicles you can drive Penalties and disqualifications **Get your check code**

Your check code is: **wS kj Y6 QT**

This code:

- is case sensitive
- is valid for 21 days
- can only be used once

[Print or save a driving summary](#)

What to do with your code

To share your licence information you need to provide the check code and last 8 characters of your driving licence number to the person you want to share it with.

Your code will be valid for 21 days.

You can have up to 15 active check codes at any given time.

[Get another code](#)

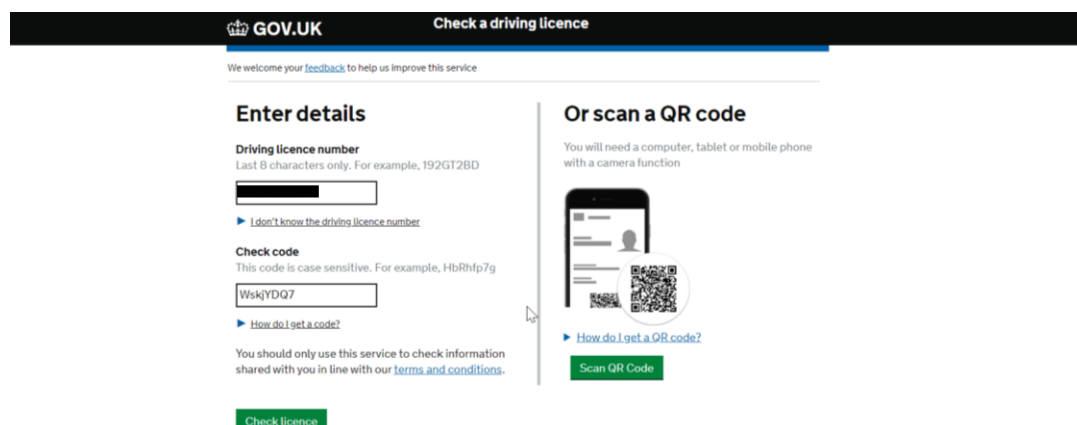
Active codes

Code	Expiry	Print	Cancel
wS kj Y6 QT	27 April 2020	Print	Cancel

Inactive codes

You have no inactive code(s) to view

You'll then need to complete the check – in order to do this, you'll need to go to <https://www.gov.uk/check-driving-information> this page will ask for the last 8 digits of the customers driving license number and unique check code – please input details as above (Case Sensitive)



GOV.UK **Check a driving licence**

We welcome your [feedback](#) to help us improve this service

Enter details

Driving licence number
Last 8 characters only. For example, 192GT2BD

[I don't know the driving licence number](#)

Check code
This code is case sensitive. For example, HbRHp7g


[How do I get a code?](#)

You should only use this service to check information shared with you in line with our [terms and conditions](#).

[Check licence](#)

Or scan a QR code

You will need a computer, tablet or mobile phone with a camera function



[How do I get a QR code?](#)

[Scan QR Code](#)

You will then find the completed check as per the below. You will NEED to save a copy of this license by clicking on 'save or print this license'




We welcome your [feedback](#) to help us improve this service

[Check another licence](#) [Save or print this licence](#) [Logout](#)

Current licence summary

M Driving licence number: XXXXX Licence issue number: 94 Licence valid from: 5 August 2018 Licence valid to: 5 August 2026	Check code: wS kj Y6 QT <small>This code is now invalid and cannot be used again.</small>	Date summary viewed: 6 April 2020 12:15	Driving Status Current full licence	Endorsements 0 0 Offences Points
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Vehicles entitled to drive

 Category: AM Start date: 20 Jul 2016 End date: 3 Dec 2068 Restrictions apply Show information
 Category: B Start date: 20 Jul 2016 End date: 3 Dec 2068 Restrictions apply Show information
 Category: F Start date: 20 Jul 2016 End date: 3 Dec 2068 Show information

As long as we can see the customer holds a 'current full license' as per the above - we can proceed with a copy of their valid Passport. We're happy to accept a check that has been completed in the last 7 days. The date can be found above the 'Endorsements' box on the check. Once the check has been completed – this will need to be sent to [add-info@alphera.co.uk](mailto:info@alphera.co.uk) we will confirm the check has been done correctly and internal notes can be added for payout. A response email will confirm the check has been complete and outline any additional proofs we need to see at Payout stage.