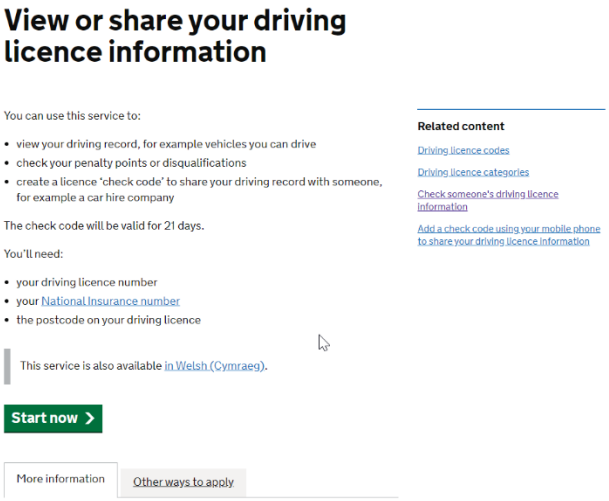
DVLA License Check Process

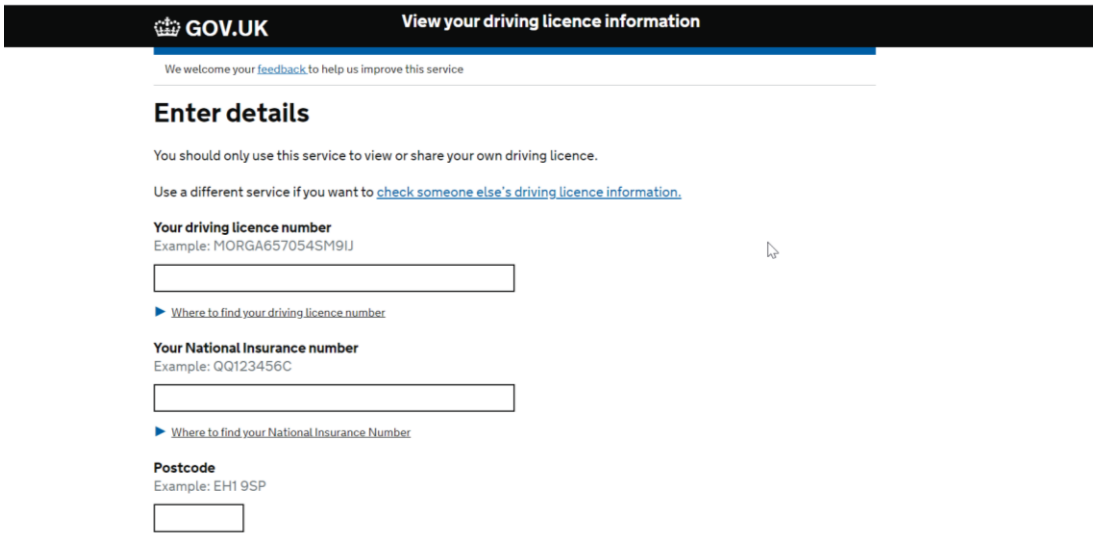
DVLA link - https://www.gov.uk/view-driving-licence

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.

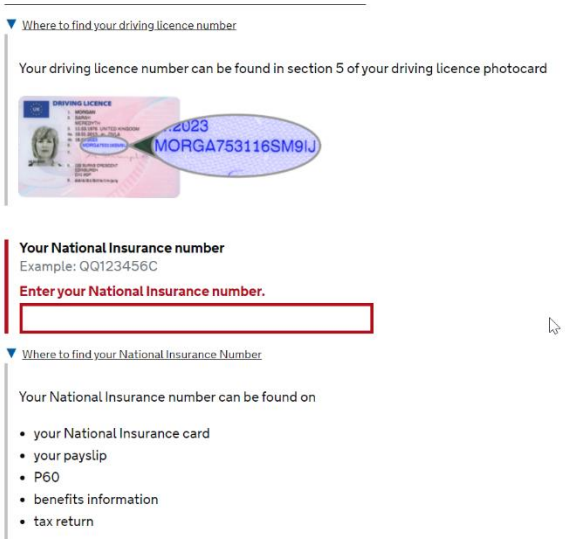
Customer will need input personal details as per below to generate a case sensitive check code.



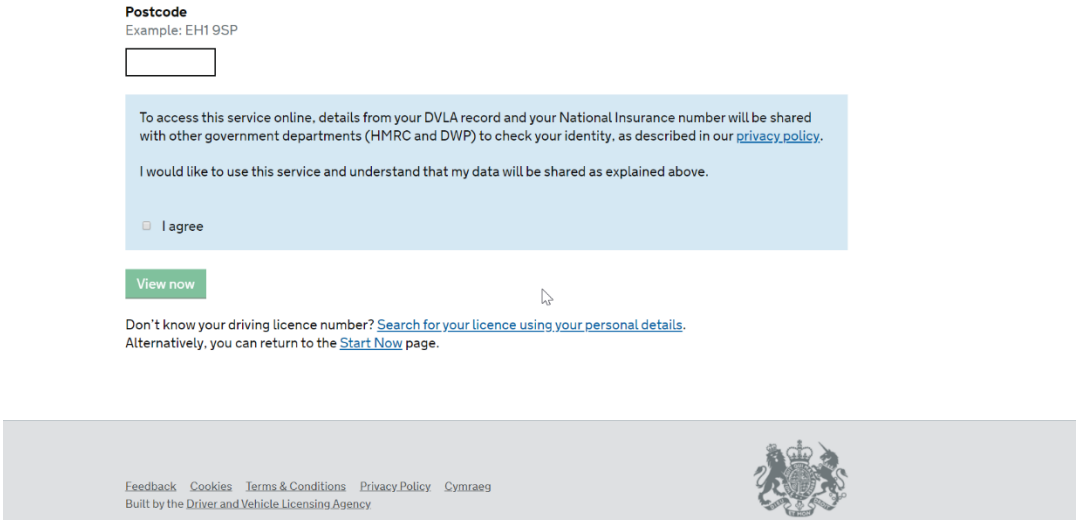
Customer will need to input driving license number and national insurance number followed by their postcode;



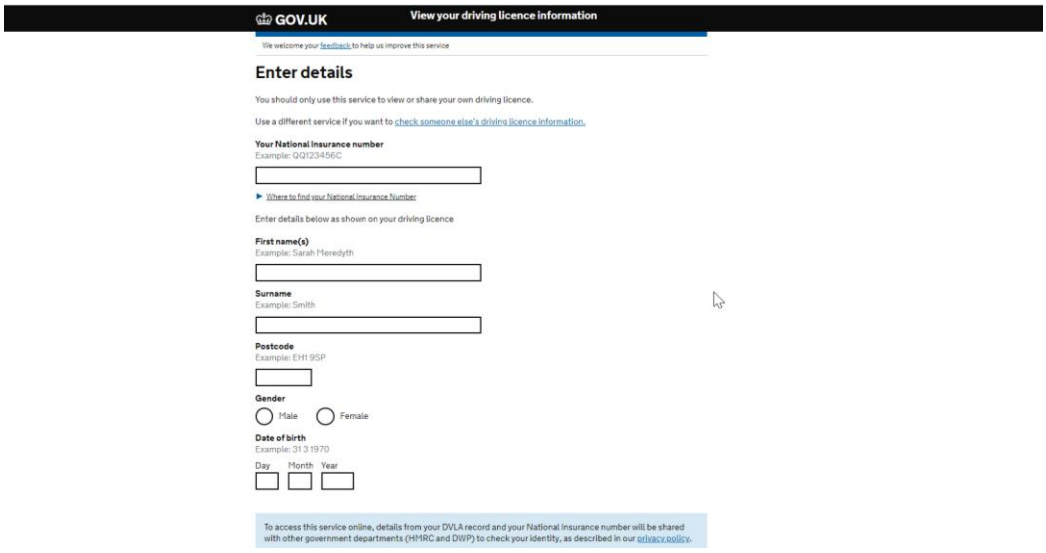
Details on where to find this information can be opened clicking on the links 'where to find my license number'



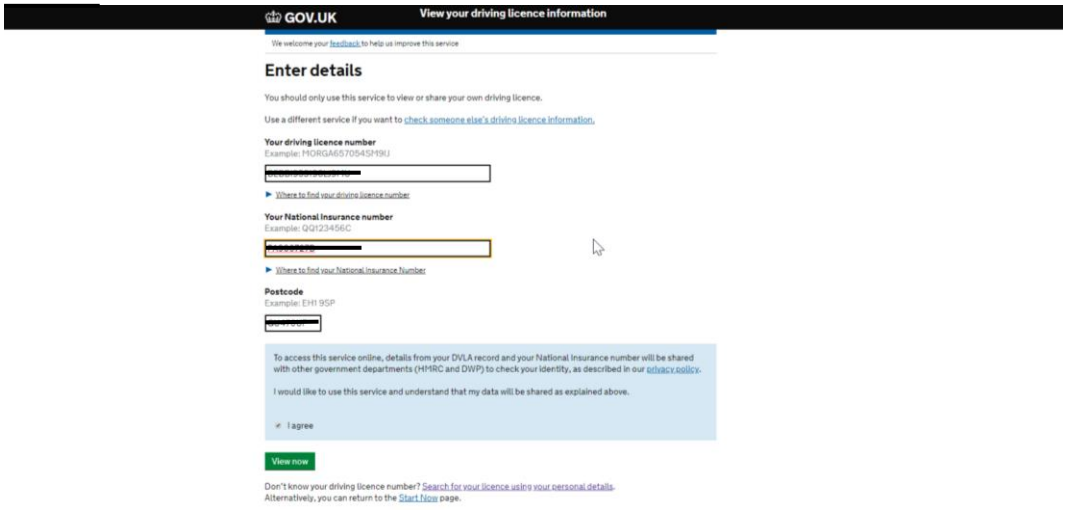
If the customer doesn't know their license number – they can click onto the below link 'search for your license using your personal details'



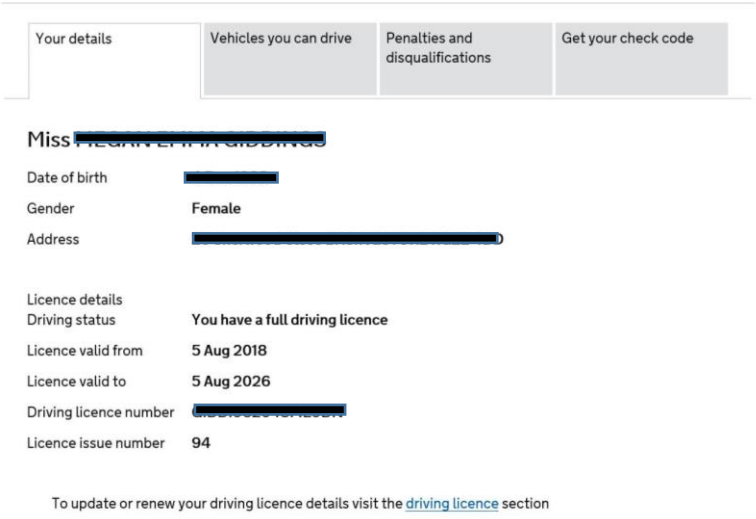
When clicking onto the link, the customer will be asked to fill out the below;



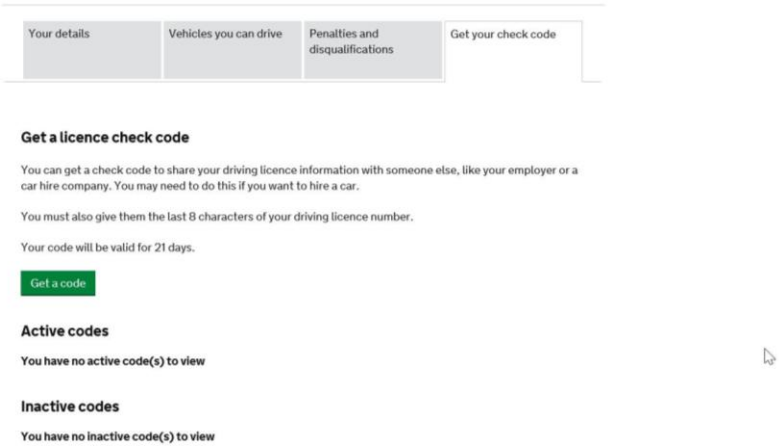
This will then give the customer their driving license number ready to generate the check code. They'll need to input as per the below;



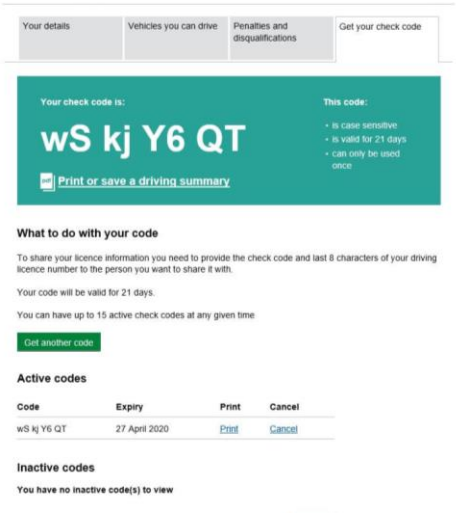
The customer will then be presented with their personal details below;



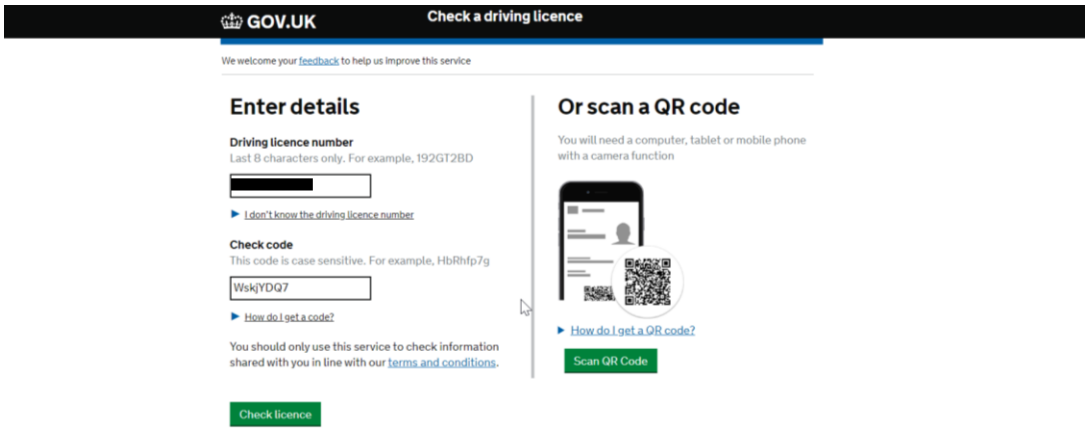
The customer will then need to proceed to the tab – 'get your check code'



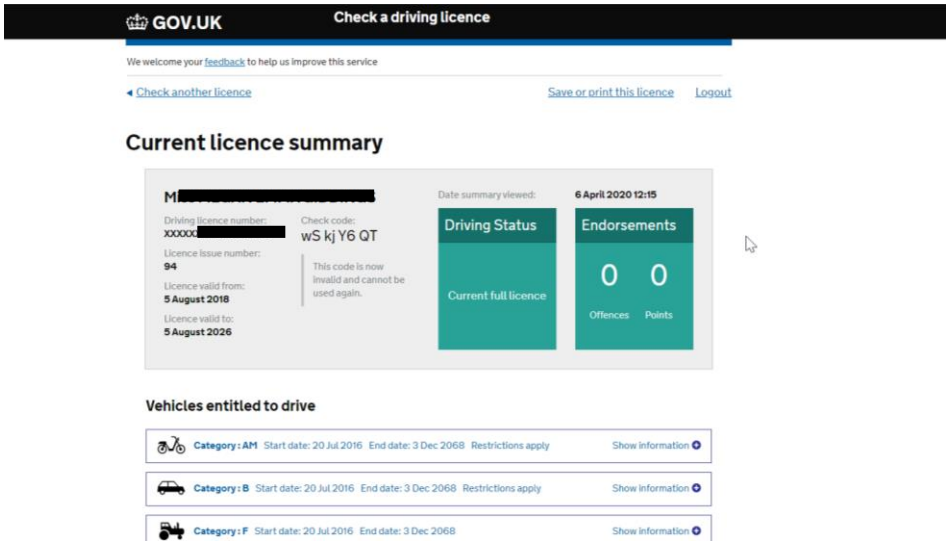
When the customer has submitted 'get code' – the page will generate a unique code as shown below;



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)



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'



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 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.