

Checking a Driver's DVLA licence record



This information sheet covers checking drivers' licences after the abolition of paper counterparts on 8 June 2015.

Any organisation that uses drivers to drive cars or minibuses needs to check the driving licences of their drivers. Until 7 June 2015 that has meant asking to check each driver's photocard licence and the paper counterpart. The counterpart has always been important as that is where any penalty points or endorsements have been shown. On 8 June 2015 the DVLA ceased issuing paper counterparts and no longer records a driver's penalty points or endorsements on paper; this information is now only held electronically by the DVLA. Any driver can access their own DVLA driver record. They can also share this information with any organisation they drive for. It will be a little more difficult for you to check your drivers' licences for points and endorsements but still important to do so.

Summary of the changes on 8 June 2015

- The DVLA no longer issues paper counterparts to driving licences
- Drivers will only need to keep their photocard licence
- The 'D740' licence counterpart now has no legal status.

The format and content of the photocard licence has not changed. It was last updated in January 2013 as part of EU-wide format changes.

Old paper licences issued before 1998

Any driver with an old paper licence issued before photocard were introduced in 1998 should keep this as it remains valid.

- It will only need to be exchanged for a photocard licence if the person changes their name or address or the licence needs renewal.
- If the driver gains penalty points or endorsements their paper licence will not be updated.



The DVLA's electronic records

From 8 June 2015, records of drivers' penalty points and endorsements will only be held on the DVLA's electronic database so you need to ensure that checks are made for every driver who wants to drive for your organisation, whether they have a photocard licence or an old pre-1998 paper licence.

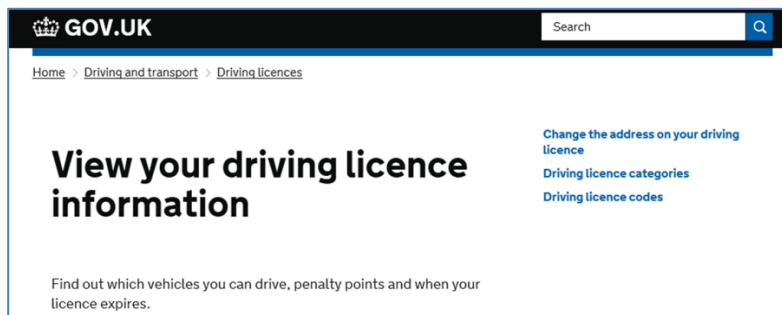
The data held electronically for each driver belongs to that driver and can only be released with their permission. This determines how you can access a driver's record.

Overleaf we look at different ways for a driver to access and share their data.

How to access your own DVLA driving licence information

Drivers will be able to check their own licence records on-line or can contact DVLA by phone or post. The easiest way for most people to access their information is via the internet.

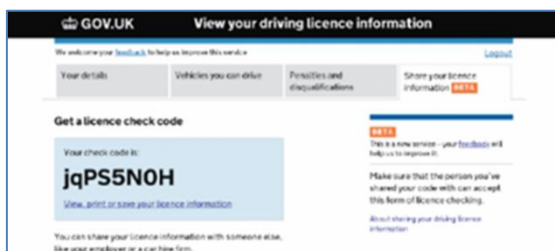
- To check your own licence record on-line:
 - Go to www.gov.uk
 - Enter 'View my driving licence' in the search box
 - You will need to have this information to hand:
 - Driver Number (from your driving licence)
 - National Insurance number
 - your home postcode (as shown on your driving licence).
 - You can print, download or **share** your driver record.



Checking DVLA records for your organisation's drivers

The 'View my driving licence' facility is only for drivers to access their own record. It would be a breach of data protection for you to enter another driver's details on their behalf. The DVLA allows a driver to share their information with anyone else who may have a need for it, such as an employer, car hire company or community group they drive for. There are several ways of doing this:

- The driver can access their driver record on the internet (as shown above), print this off and give you the printed copy. Check that this looks genuine and does not show any signs of being tampered with (to "lose" penalty points...). It is also recommended that you check for evidence that it has been printed in the last seven days.
- The driver could come into your office and use a computer to access their driver record on-line. Once this is on the screen, they can show it to you.
- The driver can share their record with you, electronically. They can access their driver record as shown above, and use the 'Share your licence information' tab to generate a unique '**licence check code**', valid for 21 days. It can only be used once.



If they give you the code and the last 8 digits of their Driver Number (from their driving licence) you can enter these here: <https://www.gov.uk/check-driving-information> and you will be able to access their driver record and download or print their entitlement and any penalty points or endorsements.

- **A sample of a printout of a driver's licence record is shown on the last page of this leaflet.**
- The driver can also call a low cost DVLA phone line – **0300 083 0013** – to request a licence check code to share their record with you. They will need to give some personal details to verify their identity before they are given the code.
- Alternatively, a driver can pay £5 to use the DVLA's postal service to obtain a paper copy of their driver record.

Other things to note:

- You should always make a note that you have checked a driver's licence – both the photocard and the licence summary.
- If a driver presents you with their D740 paper counterpart, you must **not** accept this, even if it was issued only a short time before abolition. The counterpart will not have any legal status and the driver may have since had points added to their licence.
- Drivers from other EU states who have vocational driving entitlements (eg D, D1, C, C1 etc) who now live in the UK will have had to register their vocational entitlement with the DVLA within 12 months of arriving, in order for that entitlement to continue to be valid in the UK. The DVLA issues a D9 counterpart as proof of being on the register. These D9 paper counterparts are **not** being abolished – so drivers should not destroy them!

Contacting the DVLA

Driver licensing enquiries

Telephone: 0300 790 6801

– but drivers wishing to request a 'share' code should call **0300 083 0013**.

Textphone: 18001 0300 123 1278

Fax: 0300 123 0784

Or write to:

Drivers' Customer Services
Correspondence Team
DVLA
Swansea
SA6 7JL

You can also email the DVLA from the gov.uk web pages:

- Go to www.gov.uk
- Search for 'contact DVLA'
- The relevant web page includes a link that you can click to generate an email.

Produced by the Passenger Transport Group, ETE Department, Hampshire County Council.

Every care has been taken when detailing important areas such as legislation but Hampshire County Council cannot be held responsible for any omissions or errors of fact in this factsheet.

If your organisation wishes to reproduce this factsheet in whole or part, please contact Hampshire County Council for permission.



Licence summary

This was the latest information held when the driving licence summary was generated.

Mr

Driving licence number:
XXXXXXXX033 9TX

Licence issue number:
99

Date summary generated:
20 May 2015 9:56

Date summary viewed:
1432112174391

Check code:

PSfnkZzB

This code is now invalid and cannot be used again.

Status

Current full licence

Endorsements

0

Offences

0

Points

Can drive

| Category | Start date | End date | Codes |
|----------|-----------------|-----------------|----------|
| AM | 8 February 2013 | 2 December 2033 | |
| A | 2 March 1982 | 2 December 2033 | |
| B1 | 23 July 1981 | 2 December 2033 | |
| B | 23 July 1981 | 2 December 2033 | |
| BE | 23 July 1981 | 2 December 2033 | |
| C1 | 23 July 1981 | 2 December 2033 | |
| C1E | 23 July 1981 | 2 December 2033 | 107 |
| D1 | 23 July 1981 | 2 December 2033 | 101 |
| D1 | 29 July 2008 | 8 October 2018 | |
| D1E | 23 July 1981 | 2 December 2033 | 101, 119 |
| F | 23 July 1981 | 2 December 2033 | |
| K | 23 July 1981 | 2 December 2033 | |
| L | 23 July 1981 | 2 December 2033 | |
| N | 23 July 1981 | 2 December 2033 | |
| P | 23 July 1981 | 2 December 2033 | |
| Q | 8 February 2013 | 2 December 2033 | |

Provisionally drive

| Category | Start date | End date | Codes |
|----------|-------------------|-----------------|-------|
| D1E | 16 September 2008 | 8 October 2018 | |
| D | 4 March 2007 | 8 October 2018 | |
| G | 3 December 1980 | 2 December 2033 | |
| H | 3 December 1980 | 2 December 2033 | |

What to do if you need to see this information again

Ask the person who shared their licence with you for a new check code in order to see the licence information again.



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