



For dissemination to Training Centres

Following receipt of this instruction would all training providers as part of their driving licence eligibility checks ensure that the following is carried out:

Candidate

Instruct prospective candidate to access the DVLA website (<https://www.gov.uk/view-driving-licence>) "**View or share your driving licence information**" and create a licence check code.

They will be instructed to enter their:

- Driving Licence Number
- National Insurance Number
- Their postcode

Having viewed their details they would choose the tab: "Share your licence information" and click "get code".

They can print or save the code which will remain active for 21 days, however it is case sensitive and is for a single use.

Being case sensitive it is important it is recorded correctly.

Training Provider

The training provider will access the DVLA website (<https://www.gov.uk/check-driving-information>) "**Check someone's driving licence information**"

Ensure you have available:

- Candidates Driving licence
- Candidates Check code.

Enter the details as instructed and click "Check Licence"

View current status summary and cross reference with physical driving licence.

Evidence that the check has been carried out is required to be retained for at least 6 months for audit purposes.