

IMPORTANT INFORMATION ABOUT YOUR DRIVING LICENCE. DVLA LICENCE CHECKS.

Since 8th June 2015 the green paper counterpart of your DVLA driving licence is obsolete. However, we still need to check your entitlement to drive and if you have any motoring convictions. This is done by you applying online for a check code which enables us to look at your driving record. There is no charge for this service. **The 'check code' will be valid for 21 days** and shows us what vehicles you can drive and any penalty points or disqualifications you have had.

It's easy to apply for this code, you need your Driving Licence Number, National Insurance Number and your Postcode. See below for instructions on how to do this.

- 1 You need to go to the DVLA web page. www.gov.uk/view-driving-licence The page is titled View or share your driving licence information.
- 2 Click the green **START NOW** button towards the bottom of the page. This opens up a new page. You enter your driving licence number, National Insurance number and postcode in the boxes.
- 3 Tick the "**I agree**" box then press the green VIEW NOW button. Your driving licence details will then be displayed.
- 4 You will see a heading **SHARE YOUR LICENCE INFORMATION**, click on this. This opens up a new page.
- 5 Scroll down and click the green **GET A CODE** box and a check code will be generated. Either print this off, take a screen shot, take a picture or write it down, it is case sensitive so make sure you copy it down correctly.

When you come to the Licensing office to renew, make sure you bring this code and your photo card driving licence. If we cannot check your driving licence we will not be able to renew your badge.