Review a Driving Licence

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DVLA Photocard or DVLA Pre-1998 Paper Licence

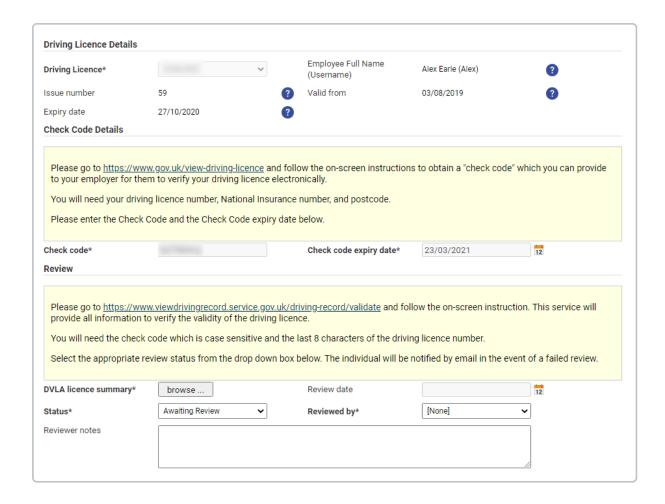
Non-GB Licence

Additional Information

Permissions

You will require an Access Role with the following permissions:

- My Driving Licence Reviews
- My Team's Driving Licence Reviews (Awaiting Review)
- 1. Navigate from the **Home** page to **My Team's Duty of Care Documents**.
- 2. Click **My Team's Driving Licence Reviews (Awaiting Review)** This will display a list of all the licences which you are responsible for reviewing, either as a line manager or part of a duty of care team.
- 3. Click next to the Driving Licence that you want to review. The Approver Review Form will open.



Note: You will need to make note of the **Check Code** and the **last 8 characters** of the driving licence number you are reviewing. The Check Code is generated by the claimant when they upload their licence details using the DVLA website and is time-limited to 21 days from creation. You can also obtain a check code from the Gov.uk website <u>with the employee's permission</u> if you have their Driving Licence Number, National Insurance Number and Postcode.

- 4. Click the highlighted view driving record link in the Review box. The website will open in a new browser window. Follow the instructions on the GOV.UK website to verify that the licence details are correct.
- 5. Take a screenshot of the DVLA licence summary and save it on your computer/network.
- 6. Upload the screenshot by clicking the **browse** button on the DVLA licence summary field and then selecting the saved image.
- 7. Once the licence details have been verified, select the appropriate review**Status** from the dropdown list.



Status	Description
Reviewed - OK	All the information provided complies with DVLA regulations.
Reviewed - Failed	Some information is incorrect and does not comply with DVLA regulations. An email will be sent to the user to say that their licence has failed and that changes must be made to their licence details.
Invalidated	This status will occur if the user changes important details on their licence review such as their name or expiry date, after they have had their licence approved.
Awaiting Review	This is the default status which is applied after the user has created a licence review request.

- 8. Select your name from the Reviewed By field.
- 9. Click **Save** to confirm.