

Review a Driving Licence

Last Modified on 27/10/2023 12:59 pm BST

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.

Driving Licence Details


Driving Licence*	<input type="text"/>	Employee Full Name (Username)	Alex Earle (Alex)	?
Issue number	59	Valid from	03/08/2019	?
Expiry date	27/10/2020			?

Check Code Details

Please go to <https://www.gov.uk/view-driving-licence> and follow the on-screen instructions to obtain a "check code" which you can provide to your employer for them to verify your driving licence electronically.

You will need your driving licence number, National Insurance number, and postcode.

Please enter the Check Code and the Check Code expiry date below.


Check code*	<input type="text"/>	Check code expiry date*	23/03/2021	 12
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Review

Please go to <https://www.viewdrivingrecord.service.gov.uk/driving-record/validate> and follow the on-screen instruction. This service will provide all information to verify the validity of the driving licence.

You will need the check code which is case sensitive and the last 8 characters of the driving licence number.

Select the appropriate review status from the drop down box below. The individual will be notified by email in the event of a failed review.

DVLA licence summary*	<input type="button" value="browse ..."/>	Review date	<input type="text"/>	 12
Status*	Awaiting Review	Reviewed by*	[None]	
Reviewer notes	<input type="text"/>			

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 with the employee's permission if you have their Driving Licence Number, National Insurance Number and Postcode.

- 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.
- Take a screenshot of the DVLA licence summary and save it on your computer/network.
- Upload the screenshot by clicking the **browse** button on the DVLA licence summary field and then selecting the saved image.
- Once the licence details have been verified, select the appropriate review **Status** from the dropdown list.

Status*
Awaiting Review

Reviewer notes

[None]
Reviewed - OK
Reviewed - Failed
Invalidated
Awaiting Review

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.
