

Review a Driving Licence


Last Modified on 15/04/2025 12:26 pm BST

Permissions




You will require an Access Role with the following permissions:

- My Driving Licence Reviews
- My Team's Driving Licence Reviews (Awaiting Review)

DVLA Photocard or DVLA Pre-1998 Paper Licence

1. Navigate from the **Home** page to **Driver Compliance | My Team's Driver Compliance 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*	<input type="text" value="23/03/2021"/>	
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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.

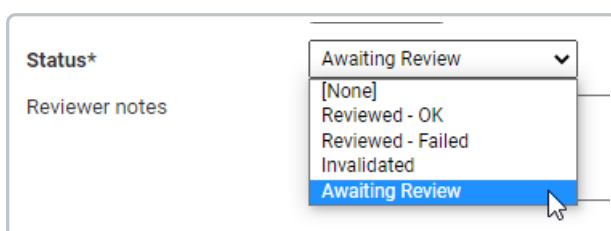
You will need the check code which is case sensitive and the last 8 characters of the driving licence number.

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"/>	
Status*	<input type="text" value="Awaiting Review"/>	Reviewed by*	<input type="text" value="[None]"/>	
Reviewer notes	<div></div>			

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.

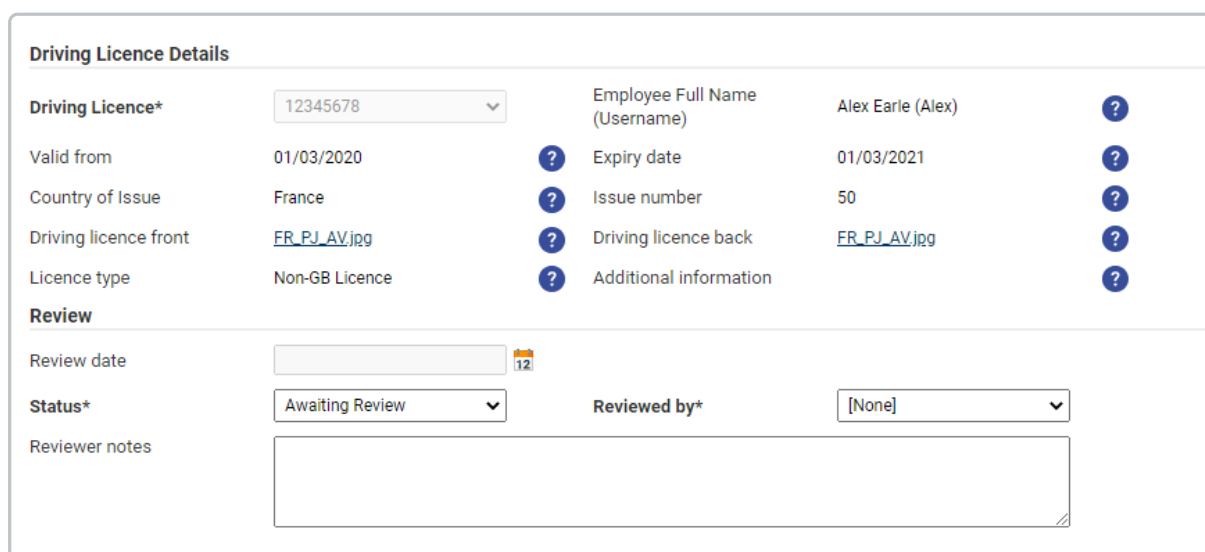


Status	Description
Reviewed - OK	All the information provided complies with DVLA regulations.
Reviewed - Failed	Some information is incorrect and does not comply with DVLA regulations. An email will be sent to the user to say that their licence has failed and that changes must be made to their licence 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.

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

Non-GB Licence

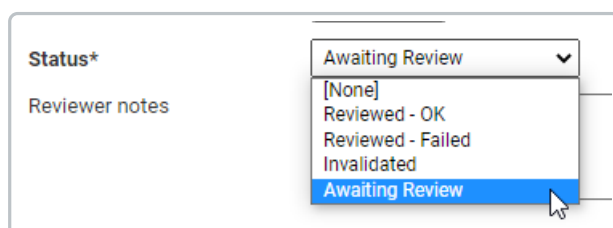
1. Navigate from the **Home** page to **Driver Compliance | My Team's Driver Compliance Documents**.
2. Click **My Team's Driving Licence Reviews (Awaiting Review)** This will display a list of all the licences which you are responsible for reviewing, either as a line manager or part of a duty of care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



The screenshot shows a form titled "Driving Licence Details". It contains several fields for licence information and a "Review" section. The "Driving Licence*" field has a value of "12345678". The "Employee Full Name (Username)" is "Alex Earle (Alex)". The "Valid from" date is "01/03/2020" and the "Expiry date" is "01/03/2021". The "Country of Issue" is "France" and the "Issue number" is "50". The "Driving licence front" and "Driving licence back" fields contain image links "FR_PJ_AV.jpg". The "Licence type" is "Non-GB Licence". The "Review" section includes a "Review date" field, a "Status*" dropdown menu set to "Awaiting Review", a "Reviewed by*" dropdown menu set to "[None]", and a "Reviewer notes" text area.

Driving Licence Details	
Driving Licence*	12345678
Employee Full Name (Username)	Alex Earle (Alex)
Valid from	01/03/2020
Expiry date	01/03/2021
Country of Issue	France
Issue number	50
Driving licence front	FR_PJ_AV.jpg
Driving licence back	FR_PJ_AV.jpg
Licence type	Non-GB Licence
Additional information	
Review	
Review date	
Status*	Awaiting Review
Reviewed by*	[None]
Reviewer notes	

4. Verify the licence details and select the appropriate review **Status** from the drop-down list.



The screenshot shows a close-up of the "Status*" dropdown menu. The menu is open, displaying a list of options: "Awaiting Review", "[None]", "Reviewed - OK", "Reviewed - Failed", "Invalidated", and "Awaiting Review". The "Awaiting Review" option at the bottom is highlighted in blue, and a mouse cursor is pointing at it.

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

5. Select your name from the **Reviewed By** field.
6. Add any additional comments in the **Reviewer Notes** text box.
7. Click **Save** to confirm.

Additional Information

- After a driving licence has been approved for use, mileage can be retrospectively claimed from the start date/issue date specified on the licence.

- If a claimant edits and saves a driving licence after it has been approved, the current review will be automatically invalidated. An email to the approver will be sent to request a new review of the changes. Until the new review has been performed and status set to 'Reviewed - OK', the employee will be unable to claim mileage.
 - If an approver edits a duty of care document after it has already been approved, the email to request a review will not be sent, as the modification has been made by the reviewer.
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