

Add a Driving Licence

Last Modified on 17/10/2023 2:15 pm BST

Driving Licence

Endorsements

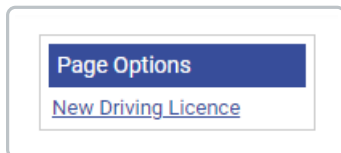
Entitlements

Permissions

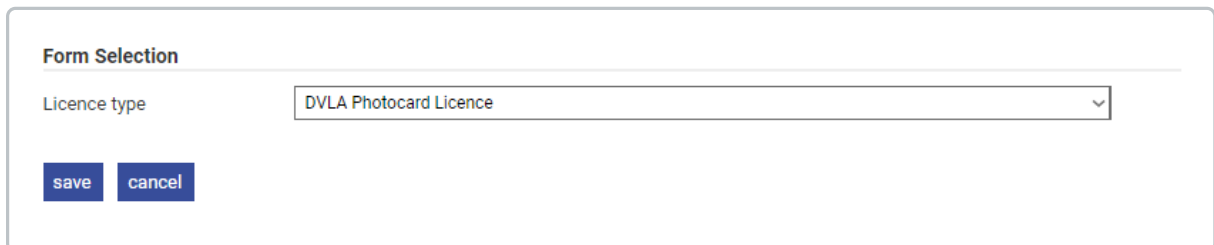
You will require the following permissions:

- My Driving Licences

1. Navigate from the **Home** page to **My Details | My Duty of Care Documents | My Driving Licences**. This will display a list of your driving licences.
2. From the 'Page Options' menu, click **New Driving Licence**.



3. Select a **Licence Type** and click **Save**.

A screenshot of a 'Form Selection' dialog box. The dialog has a title 'Form Selection' and a label 'Licence type' next to a dropdown menu. The dropdown menu is open and shows 'DVLA Photocard Licence' selected. Below the dropdown are two buttons: 'save' and 'cancel'.

4. Complete the fields within the General Details section of the page.


Note: The fields that you are required to complete when adding your document will change depending on whether you have a **DVLA Photocard**, **DVLA Pre-1998 Paper** or **Non-GB Licence**. Click the links below to view the required options for each licence:

[DVLA Photocard Licence](#)

[DVLA Pre-1998 Paper Licence](#)

[Non-GB Licence](#)

The table below includes a list of all fields found in the **DVLA Photocard**, **DVLA Pre-1998 Paper** and **Non-GB Licences**:

Field	Description
Employee*	Select the employee name from the drop down list.
Licence Number (last 8 characters)*	<p>Enter the last 8 characters of the Licence Number excluding the issue number. (Long number on the front of the driving licence).</p> 
Valid From*	Enter the Valid From date using the date picker.
Expiry Date* (DVLA Photocard* and Non-GB Licences only)	Enter the Expiry Date of the licence using the date picker.
Country of Issue (Non-GB Licence Only)	Select the country that issued the licence from the drop-down list.
Issuing Authority (DVLA Photocard and Pre-1998 Paper Licences only)	Select the Issuing Authority from the drop down list.
Issue Number	Enter the Issue Number (two digits following the licence number).
Document (DVLA Pre-1998 Paper Licence only)	Click browse to select an image of the licence document.
Photocard Front (DVLA Photocard Licence only)	Click browse to select an image of the front of the photocard licence.
Photocard Back (DVLA Photocard Licence only)	Click browse to select an image of the back of the photocard licence.


Field	Description
Driving Licence Front* (Non-GB Licence only)	Click browse to select an image of the front of the driving licence.
Driving Licence Back* (Non-GB Licence only)	Click browse to select an image of the back of the driving licence.
Additional Information (Non-GB Licence only)	Enter any additional information you want to disclose.

- (Optional) If required, add any endorsements or entitlements to your licence. Information on how to add these can be found further down this article (**DVLA Photocard** and **DVLA Pre-1998 Paper Licences** only).
- Once you have entered your licence details, you will need to create a new driving licence review request. This will need to be reviewed and approved before you are able to claim business mileage. Click the 'New Driving Licence Review' link to be directed to the form where you can create your review request. For more information on how to complete this form, view [Request a Driving Licence Review](#). Alternatively, you can request a review at a later date by navigating to **My Details | My Duty of Care Documents | My Driving Licence Reviews**

Driving Licence Reviews

When you have completed the licence details above, please ensure that you create a request to have your driving licence details checked by your Duty of Care approver. Click **New Driving Licence Review** and you will be directed to the form that you need to complete for your licence to be reviewed and approved.

[New Driving Licence Review](#)

 (Driving Licence) Licence number (last 8 characters)	Check code	Check code expiry date	Review date	(Reviewed by) Employee Full Name (Username)	Status	Created On ▼
There are currently no driving licence reviews defined.						

- Click **Save** to store your driving licence within Assure Expenses.

Additional Information

- If you edit and save a driving licence after it has been reviewed and approved, the current licence review will be invalidated and an email is sent to your approver. You will be unable to claim mileage until the review has been completed and marked as "Reviewed - OK".

Note: 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 they do not require a notification.