Provide Consent for DVLA Checks

Last Modified on 25/04/2025 1:36 pm BST

Permissions

You will require an Access Role with the following permissions:

- Driver Compliance
- My Driver Documents

Note: If you are based in a country where the DVLA is not the official licencing company, such as Northern Ireland (DVA), you will not be able to use the automatic lookup feature.

1. Navigate from the **Home** page to **Driver Compliance** | **My Driver Documents** and then click **DVLA Check Consent**.

2. The DVLA Check Consent page will display the 'Driver Details' section which you will be required to complete in order to provide consent. This will include the following fields:

- First Name
- Middle Name
- Surname
- Date of Birth
- \circ Sex
- Email Address
- Driving Licence Number
- 3. Once you enter these details, click I wish to provide consent

DVLA Check Conser	nt				
In order to validate your details	s held by DVLA, you will need to give cons	ent every 3 years. This will provide	e us with permission to perform a ch	eck on vour behalf.	
If you do not wish to provide or	onsent or you are a pop-DVI A licence bol	ler you may opt out helow but ple	ase note we will not be able to autor	nationally check your driving license information	
in you do not wish to provide co	onsent of you are a nor-DVLA licence non	ler you may opt out below, but pie	ase note we will not be able to autor	natically check your driving ittende information.	
1 Please enter your dr	Please enter your driving licence details in the fields below and then click submit.				
2 You will be directed Your organisation of	You will be directed to the consent portal to re-verify the information that you have provided. Once you have verified this information, you will be able to provide consent for future checks. Your organisation currently performs checks every month, but this is subject to change.				
After successfully s You can revoke your	ubmitting your consent, you will receive a r consent at any time by returning to the c	link to the consent portal and a s	ecure key which is unique to you. Thi d, and then click Opt-Out. You will be	is information will also be sent to the email address that you have provided. required to enter your secure key to confirm.	
Consent provided	23/04/2025	Consent expiry date	23/04/2028	0	
Last check date	23/04/2025				
Secure key	e00425d1-bb8a-473e-a248-e6936	6720bad		0	
Driver Details					
First name*	HBOTJPA	Middle name	JVBRAXRTP]	
Surname*	AMRUF	Date of birth*	26/04/1974	12	
Sex*	Female ~	Email address*]	
Driving licence number*	AMRUF754264HJ9VF				
I wish to provide consent	I do not provide consent cancel				

A window will appear confirming the details that you have entered. Ensure that these details are identical to what is shown on your driving licence and then click **next**.

Please note that the detail shown on your driving lice	ls you have entered will be use nce.	d to look up your driving licence. It is	s very important that these details are	e identical to what is
Licence Details				
First name*	НВОТЈРА	Middle name	JVBRAXRTP	
Surname*	AMRUF	Date of birth*	26/04/1974	
Sex*	Female	Email address*		
Driving licence number*	AMRUF754264HJ9VF			

4. Your details will be submitted to 'Licence Check' and a confirmation window will appear. Click **next** to be redirected the portal where you will be able to provide your consent.

Note: An email will also be sent to you with this information, if you want to complete the consent process at a later date. We recommend you store the email as the link provided in it can also be used to revoke consent in the future. If you revoke consent, an email will be sent to notify your administrator.

If you refuse or are unable to provide consent, clickI do not provide consent

This will return you to the 'My Duty of Care Documents' page and an email will be sent to notify your administrator. When you refuse to provide consent, you are unable to use the Automatic DVLA check service and therefore must follow the manual Duty of Care process in order to continue claiming business mileage.

For information on how to manually add a driving licence and request a review, viewAdd a Driving Licence.

Once you choose to provide consent, a window appears confirming the details that you have entered. Ensure that these details are identical to what is shown on your driving licence and then click **next**.

Consent Portal Information	×
Thank you for submitting your details.	
Click the next button to go to the portal where you will be able to provide your driving licence check consent.	
We have emailed you with your secure key should you wish to finish at a later date.	
	next cancel

5. If this is the first time giving consent, you will be directed to the 'Driving Licence Permission Process' form within the consent portal where you will be required to enter the following details:

- First Name
- Middle Name
- Last Name
- \circ Gender
- Date of Birth
- Driving Licence Number
- Address
- Postal Town
- Postal Code

After you populate the fields, click **Save Details**.

irst Name *	Middle Name	Last Name *	
НВОТЈРА	JVBRAXRTP	AMRUF	
ender *	Date of Birth *	Driving Licen	ce Number *
Female	✓ 04/26/1974	AMRUF754	4264HJ9VF
ter your postcode for auto-complete	Address 2 Address 3		
	KING'S LYNN		
	PE30 3LS		

Note: If you have already given consent, you will not be directed to the consent portal. You can view your driving licence by clicking **View driving licence**.

6. This screen will display all the details that you have entered. Carefully read the declaration at the bottom of the page, select the checkbox and then click **Save Details**. If you do not select the checkbox, you will get a warning prompt and you will not be able to proceed.

	Section 3: Driving Licence Details		
Requesting Companies: Selenity Agent Account	Name:	HBOTJPA JVBRAXRTP AMRUF	
termediary Company: Licence Check Ltd	Date of Birth:	26/04/1974	
	Driving Licence Number:	AMRUF754264HJ9VF	
ection 2: Reason for Processing	Address:	91 M TEST DATA DO NOT DELIVER, KING'S LYNN, PE30 3LS	
o confirm legal entitlement to drive in compliance with	Include CPC data:	\checkmark	
he duty of care and legislative requirements.	Include Tacho data:	\checkmark	
claration			
n the person referred to in Section 3. I understand the compa ien they require, for the purpose set out in Section 2.	nies listed in Section 1 will ask DVLA f	or my driver record information, as a	
In the person referred to in Section 3. I understand the compa- ien they require, for the purpose set out in Section 2. Inderstand DVLA will disclose to all companies listed in Section intained by the DVLA. This includes personal details, driving e ages, Certificate of Professional Competence (CPC) and Digital ivided.	nies listed in Section 1 will ask DVLA f 1, all relevant information held in the ntitlements, valid endorsements and Tachograph Card details (where appr	or my driver record information, as a computerised register of drivers disqualifications (if relevant), photo opriate). Medical information will no	
In the person referred to in Section 3. I understand the compa- ien they require, for the purpose set out in Section 2. Inderstand DVLA will disclose to all companies listed in Section iintained by the DVLA. This includes personal details, driving e ages, Certificate of Professional Competence (CPC) and Digital avided. Is declaration will expire when I cease driving in connection wi in be withdrawn at any time by pressing the Opt-Out button or	nies listed in Section 1 will ask DVLA f 1, all relevant information held in the ntitlements, valid endorsements and Tachograph Card details (where appr th the company or in any case three y n this page.	or my driver record information, as a computerised register of drivers disqualifications (if relevant), photo opriate). Medical information will no ears from the date of approval. Appr	

The final screen within the portal will display a success message. You can then close this window.

Driving Licence Permission Process		
You have successfully completed the	E-Approval process	
To remove permission for Selenity Agent Acco	unt to check your licence at any time, click the 'Opt-Out' button below.	
Opt Out		

7. Return to Assure Expenses which will confirm that the consent process is finished. You can then either **view driving licence** or **finish** the process and return to Assure Expenses.

	yoı ret	Consent Portal Information X
		Finished!
		We've added your driving licence to Expenses. If you'd like to check it, click the view driving licence button below or click finish to go back to the home page.
	-	view driving licence finish
l	9VF	

Note: Depending on whether you already have a valid manual driving licence review will determine whether a new licence will be automatically created for you upon providing consent.

If your manual licence review is still valid, a new driving licence check will not occur until the review date falls outside of the check frequency, set by your organisation.