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

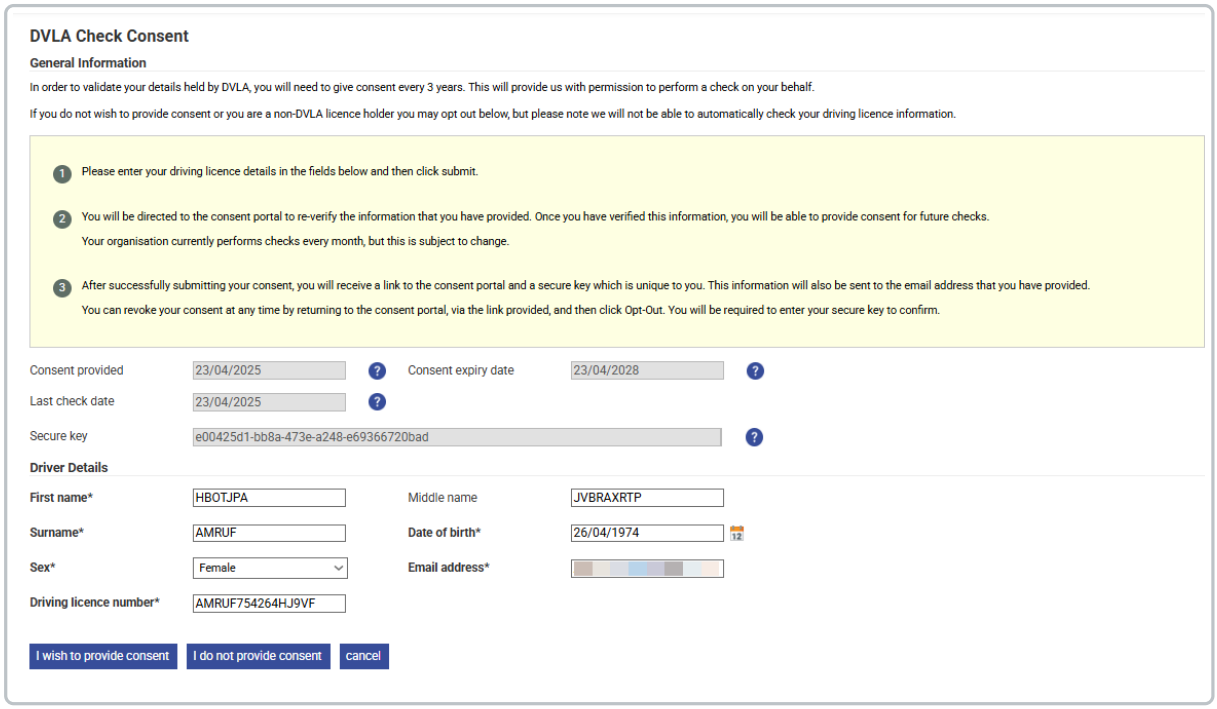
Note: If you are based in a country where the DVLA is not the official licencing company, such as Northern Ireland (DVA), you will not be able to use the automatic lookup feature.

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

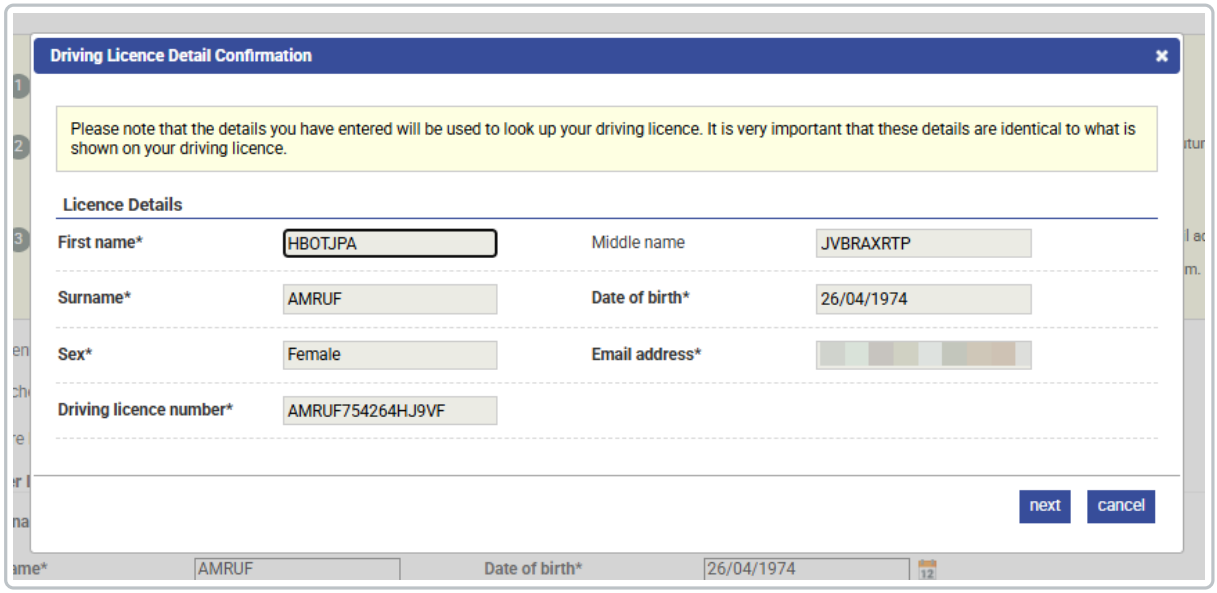
2. The DVLA Check Consent page will display the 'Driver Details' section which you will be required to complete in order to provide consent. This will include the following fields:

    - First Name
    - Middle Name
    - Surname
    - Date of Birth
    - Sex
    - Email Address
    - Driving Licence Number

3. Once you enter these details, click **I wish to provide consent**.



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**.



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.

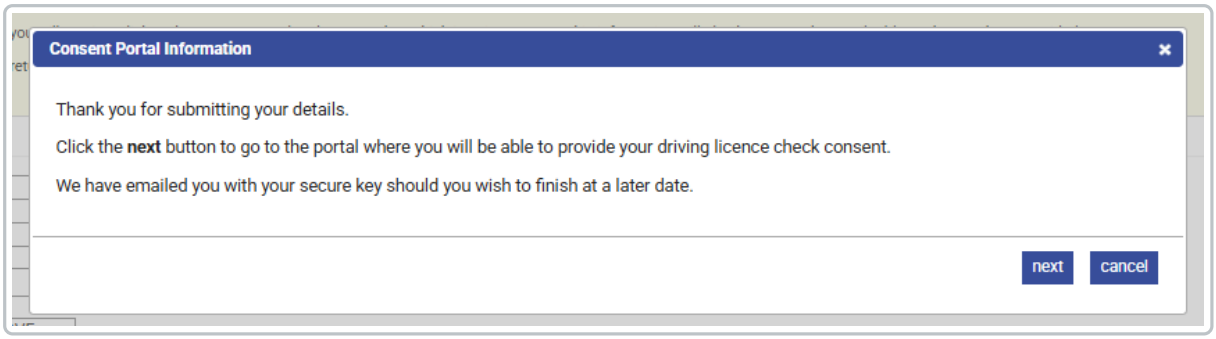
Note: An email will also be sent to you with this information, if you want to complete the consent process at a later date. We recommend you store the email as the link provided in it can also be used to revoke consent in the future. If you revoke consent, an email will be sent to notify your administrator.

If you refuse or are unable to provide consent, click**I 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.

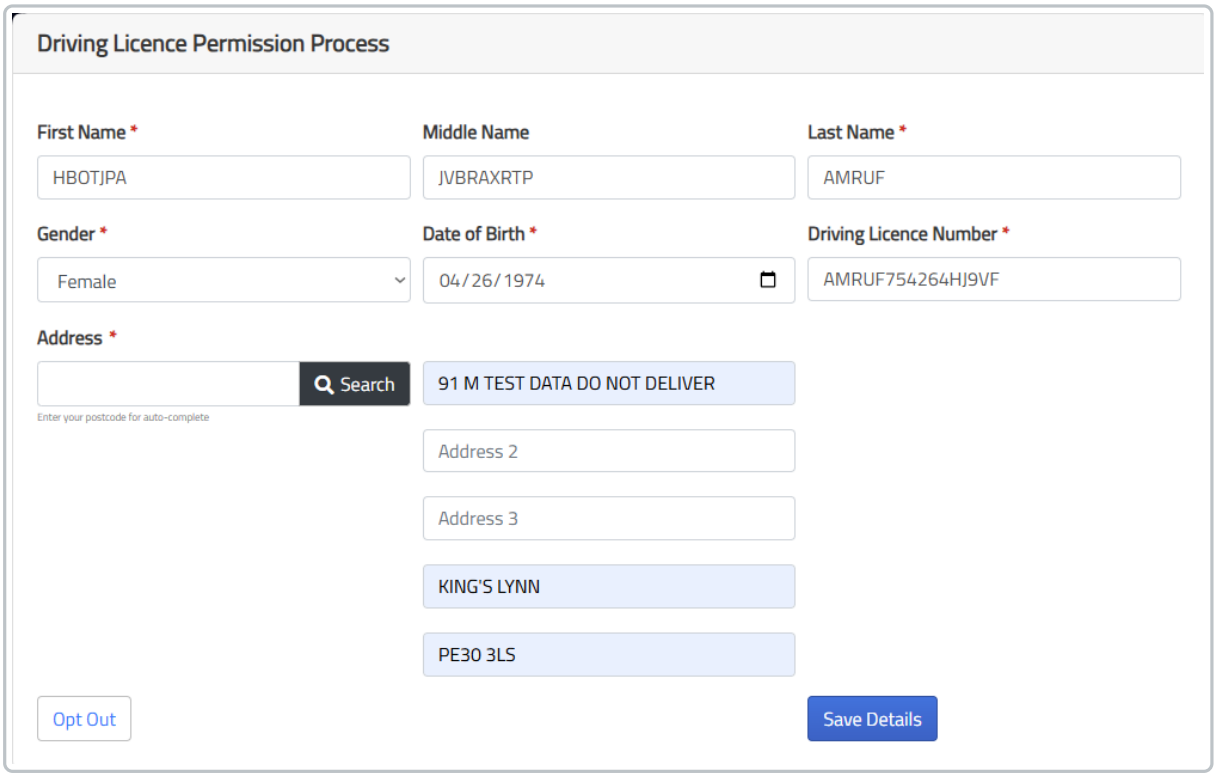
Once you choose to provide consent, a window appears confirming the details that you have entered. Ensure that these details are identical to what is shown on your driving licence and then click **next**.



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:

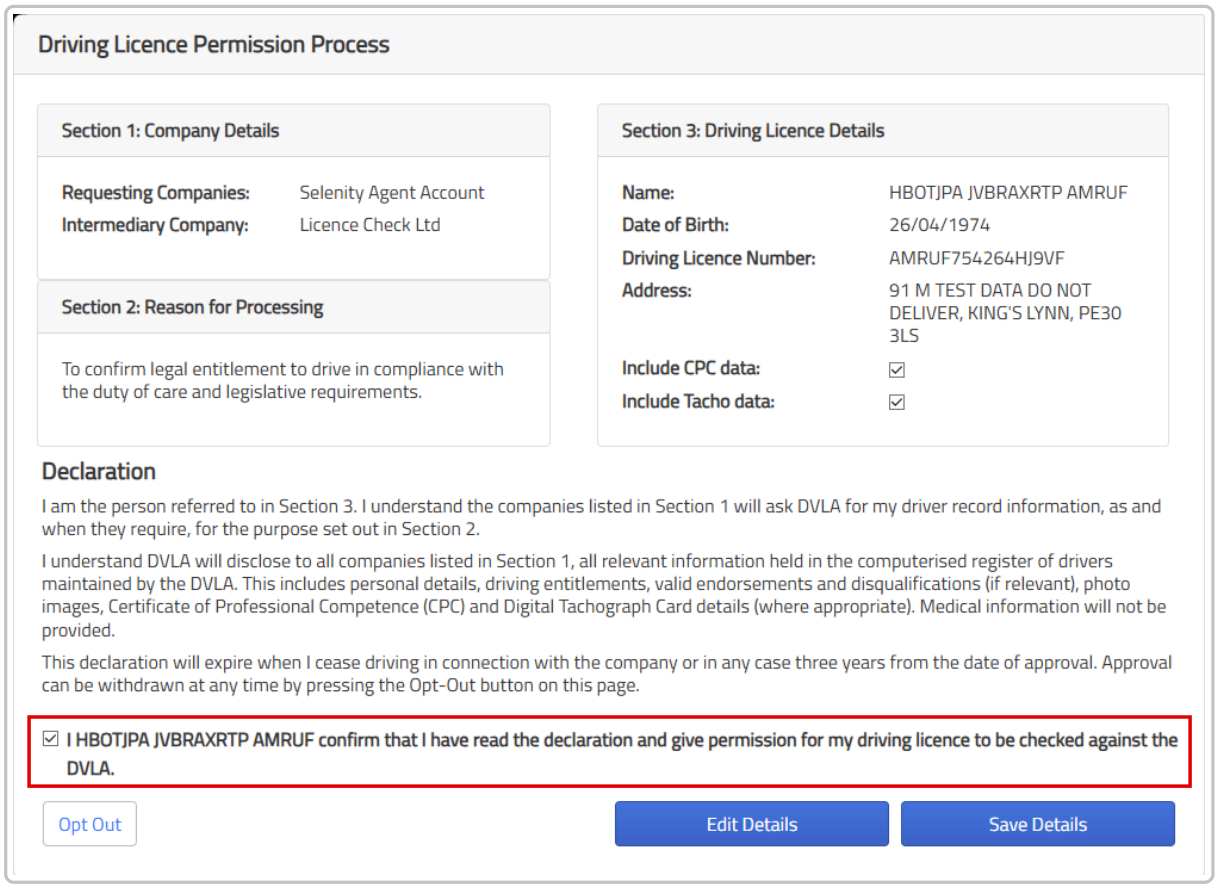
- First Name
- Middle Name
- Last Name
- Gender
- Date of Birth
- Driving Licence Number
- Address
- Postal Town
- Postal Code

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

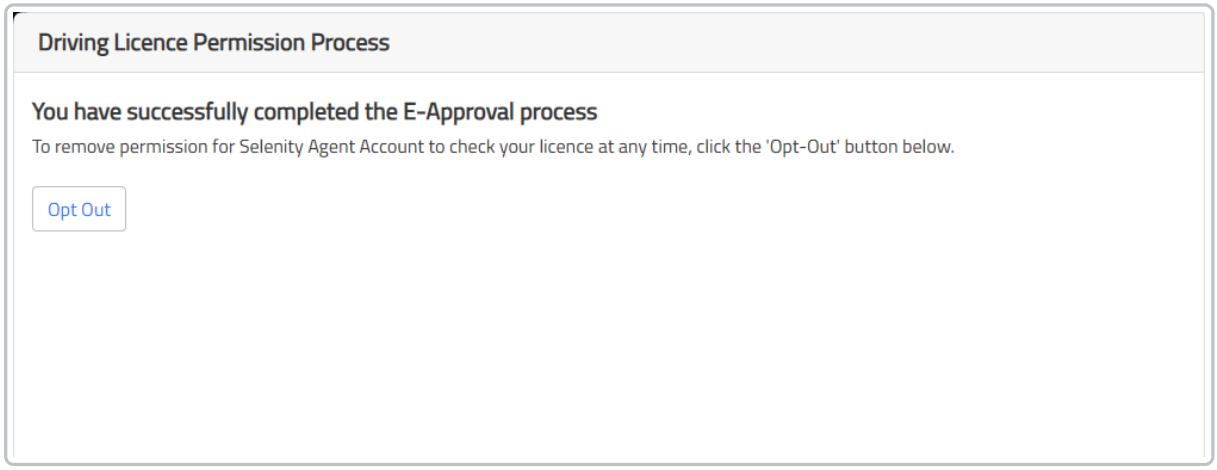


Note: If you have already given consent, you will not be directed to the consent portal. You can view your driving licence by clicking **View driving licence**.

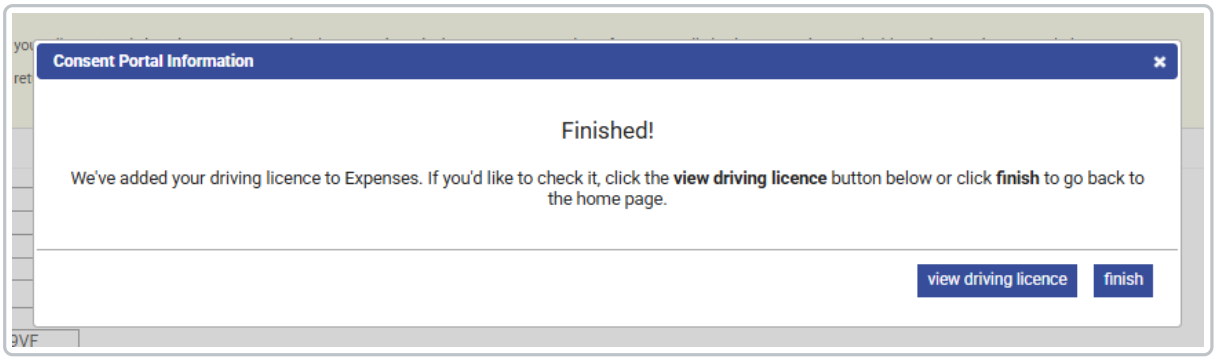
6. This screen will display all the details that you have entered. Carefully read the declaration at the bottom of the page, select the checkbox and then click **Save Details**. If you do not select the checkbox, you will get a warning prompt and you will not be able to proceed.



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



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.



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.