

Provide Consent for DVLA Checks

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Permissions

You will require an Access Role with the following permissions:

- My Details
- My Duty of Care 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 homepage to **My Details | My Duty of Care 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

If possible, these details will be automatically populated by Selenity Expenses. You will be able to edit these details if required.

Once these details have been entered correctly, click **I wish to provide consent**

DVLA Check Consent


General Information

In order to validate your details held by DVLA, you will need to give consent every 3 years. This will provide us with permission to perform a check on your behalf.

If you do not wish to provide consent or you are a non-DVLA licence holder you may opt out below, but please note we will not be able to automatically check your driving licence information.

- 1 Please enter your driving licence details in the fields below and then click submit.
- 2 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 12 months, but this is subject to change.
- 3 After successfully submitting your consent, you will receive a link to the consent portal and a secure key which is unique to you. This information will also be sent to the email address that you have provided.
You can revoke your consent at any time by returning to the consent portal, via the link provided, and then click Opt-Out. You will be required to enter your secure key to confirm.

Driver Details

First name*	<input type="text" value="Jan"/>	Middle name	<input type="text"/>
Surname*	<input type="text" value="Vertonghen"/>	Date of birth*	<input type="text" value="01/03/1991"/> 
Sex*	<input type="text" value="Male"/>	Email address*	<input type="text" value="jan.vertonghen@allocateso"/>
Driving licence number*	<input type="text" value="AJCC2345321"/>		

- Alternatively, if you refuse or are unable to provide consent, click **do not provide consent**. This will return you to the 'My Duty of Care Documents' menu and an email will be sent to notify your administrator. As you have refused consent, you will be 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, view [Add a Driving Licence](#).

3. 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**.

Driving Licence Detail Confirmation ✕

Please note that the details you have entered will be used to look up your driving licence. It is very important that these details are identical to what is shown on your driving licence.

Licence Details

First name*	<input type="text" value="Jan"/>	Middle name	<input type="text"/>
Surname*	<input type="text" value="Vertonghen"/>	Date of birth*	<input type="text" value="01/03/1991"/>
Sex*	<input type="text" value="Male"/>	Email address*	<input type="text" value="jan.vertonghen@allocatesoftw"/>
Driving licence number*	<input type="text" value="AjcC2345321"/>		

4. Your details will be submitted to Licence Check and you can then click **next** to visit the portal where you will be able to provide your consent.

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](#)

Note: An email will also be sent to you, including this information, should you wish to complete the consent process at a later date. You should consider storing the email as the link provided can also be used to revoke consent in future. If you revoke consent, an email will be sent to notify your administrator.

Once you click **next** you have **5 minutes** to complete the Licence Check E-Approval Process.

- If this is the first time giving consent, you will be directed to the 'Welcome' tab within the consent portal, where you will have to read the terms of use.

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**. To opt-out you will have to click the link in the email you were sent, and then click **Opt-Out**.

To continue to the approval process, you are required to select the two check boxes and then click **Next**.



Driving Licence Checking - Electronic Approval Process

Welcome > Driving Licence Details > Approval

Welcome to the Licence Check E-Approval process!

Selenity Limited - Client is under a legal obligation to ensure you (ALEX EARLE) are entitled to drive. They are requesting your permission for the DVLA to release your driving licence record to confirm you are suitably qualified.

In order to use the E-Approval process you will need

- A current U.K driving licence

To view a Processing Statement / Privacy Policy that summarises the personal data that we will request on behalf of Selenity Limited - Client, the uses to which it will be put, and your rights in respect of that data at any point, click the links below the form.

When you have all the recommended items and are ready to proceed, please confirm the tick boxes below and press the "Next" button. Or alternatively, if the check boxes do not apply to you, click on the red "Opt-Out" button below.

I hold a current GB driving licence (England, Scotland and Wales) *

I (ALEX EARLE) confirm that I know SELENITY LIMITED - CLIENT and recognise that they have a lawful reason to request my driving licence record from the DVLA to confirm my entitlement to drive in connection with my work or for other legitimate reason. *

[Prev](#) [Next](#) [Use Printed Permission](#) [Opt-Out](#)

Note: If you do not select both check boxes, you will not be able to continue. Clicking **Opt-Out** will send you back to the 'My Duty of Care Documents' page.

6. You will then be directed to the 'Driving Licence Details' tab, where you will be required to enter the following details:

- First Name
- Surname
- Date of Birth
- Driving Licence Number
- Address

Click **Save** to validate that the details that you have entered match those on your licence. A message will display to indicate successful validation. Click **Next** to be sent to the 'Approval' tab.

Driving Licence Checking - Electronic Approval Process

Welcome > Driving Licence Details > Approval

PLEASE READ CAREFULLY : Enter the details below EXACTLY as displayed on your DRIVING LICENCE.

First Name * ALEX

Middle Names
If present on driving licence.

Last Name * EARLE

Date of Birth *

Driver Number *
Please enter the 15 characters found on your driving licence. If you do not hold a valid U.K driving licence, please use the opt out button below.

Address Lookup
Enter your postcode for auto-complete

Address Line 1 *
Please enter the first part of your address as it appears on your licence

Address Line 2
Please enter the second part of your address as it appears on your licence

Address Line 3
Please enter the third part of your address as it appears on your licence, if applicable

Postal Town *
Please enter the postal town of your address as it appears on your licence

Postcode *
Please enter the postcode of your address as it appears on your licence

Save Details
Important! Make sure the details on this page are correct before saving.

7. This screen will show all the details that you have entered. Carefully read the declaration at the bottom of the page, select the checkbox and then click **Submit**.

Driving Licence Checking - Electronic Approval Process

Welcome > Driving Licence Details > Approval

PLEASE READ THE DECLARATION STATEMENT AND WHEN READY PRESS SUBMIT.

1. Company Details		3. Personal Details	
Company Name	Selenity Limited - Client	Name	ALEX JAMES EARLE
Address	Nibley House Low Moor Road Doddington Road	Licence Number	
Postal Town	Lincoln	Email Address	ALEX.EARLE@SELENITY.COM
Post Code	LN6 3JY	Date of Birth	
		Gender	Male
		Address 1	
		Address 2	
		Address 3	
		Postal Town	
		Post Code	

2. Reason for processing information	
To confirm legal entitlement to drive in compliance with duty of care and legislative requirements	
Include CPC Data	<input checked="" type="checkbox"/>
Include Tacho Data	<input checked="" type="checkbox"/>

Declaration

I am the person referred to in section 3 of the summary above. I understand the company in section 1 will ask the DVLA for my driver record information via the use of the intermediary via Selenity Limited - LICENCE CHECK LTD, as and when they require, for the purpose set out in the section 2.

I understand the DVLA will disclose to **Selenity Limited - Client** via **Selenity Limited - LICENCE CHECK LTD**, all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate). Medical information will not be provided.


This declaration will expire when I cease driving in connection with **Selenity Limited - Client** or in any case three years from the date of approval. Approval can be withdrawn at any time by pressing the Opt Out button on this page.

I have read and understood this declaration. (Please tick box)

Prev Next **Submit** [Use Printed Permission](#) [Opt-Out](#)

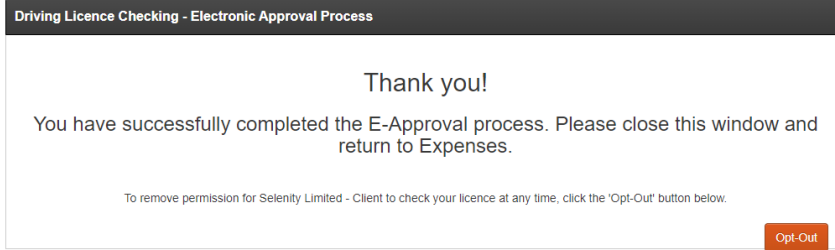
Note: If you do not want to provide this data electronically, you can revert to the paper mandate. Click the **Use Printed Consent** button and follow the on-screen instructions.

8. A box will appear asking you to confirm your permission to proceed with the licence check. Click **Click to proceed**.



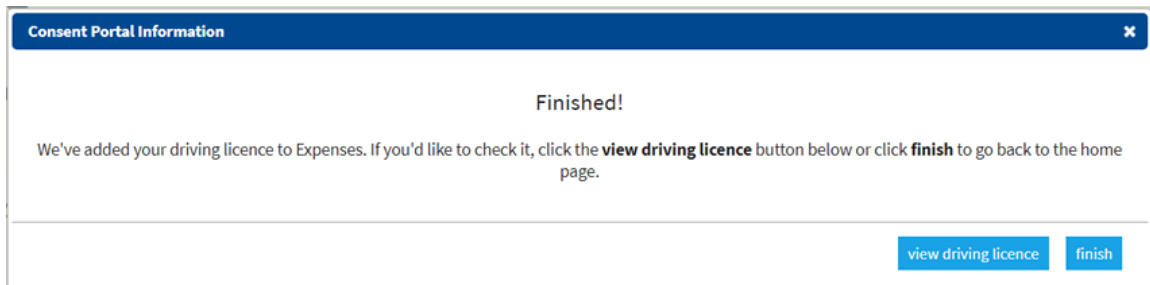
By proceeding you are granting permission to Selenity Limited - Client to view your driving licence record. Do you wish to continue?

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



10. Return to Selenity Expenses which will confirm that the consent process is finished. You can then either:

- View your driving licence
- Finish the consent process and return to the Selenity Expenses homepage.



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.