

# Request a Driving Licence Review


Last Modified on 17/10/2023 2:25 pm BST

## Permissions

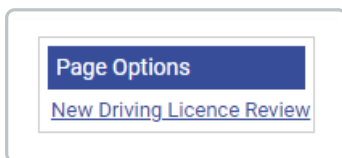
You will require an Access Role with the following permissions:

- My Driving Licence Reviews

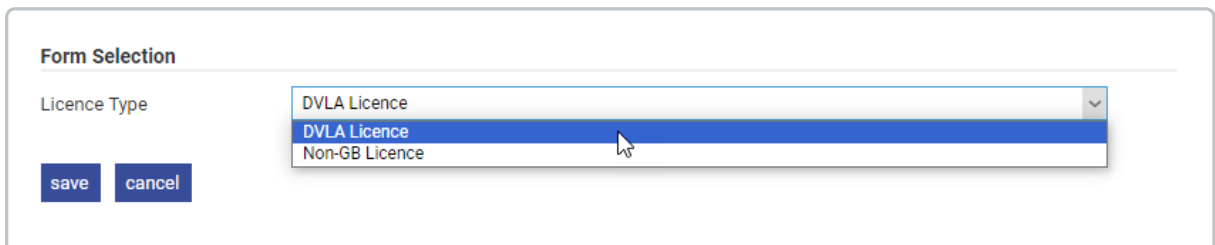
1. Navigate from the **Home** page to **My Details | My Duty of Care Documents | My Driving Licence Reviews**.

This page will also list any existing driving licence reviews which can be checked by clicking  next to the appropriate review. You will be able to view further information about the review such as the reviewer, review date, status and reviewer notes.

2. From the Page Options menu, click **New Driving Licence Review**.



3. Select the appropriate **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'. Below the label is a dropdown menu with three options: 'DVLA Licence', 'DVLA Licence', and 'Non-GB Licence'. The first 'DVLA Licence' option is highlighted in blue. Below the dropdown are two buttons: 'save' and 'cancel'.

4. Within the Driving Licence Details section, select the appropriate **Driving Licence** from the drop-down list. Further information about the licence you have selected will be displayed.

**Note:** The Check Code Details section will only appear for DVLA issued licences. For Non-GB Licences, skip steps 5 & 6 and proceed to step 7.

New Driving Licence Review  
**Claimant Review Form (Add)**

**Overview**

**Driving Licence Details**

Driving Licence\* [None] Employee Full Name (Username) ?  
 Issue number ? Valid from ?  
 Expiry date ?

**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\*  Check code expiry date\*  12

**save** **cancel**

5. Generate a Check Code. (DVLA licences only)

Click on the link for the **GOV.UK** website. Follow the instructions on the website to obtain a **check code**. The check code provides a reviewer with permission to access your driving licence information on the DVLA website. This may affect your ability to claim mileage related expenses in line with your organisation's internal policies.

6. Once you have obtained the check code, enter the **check code** and **expiry date** into the appropriate fields.

Check code\*  Check code expiry date\*  12

7. Click **Save** to request your driving licence review. An email will be sent to your duty of care approver indicating that a review must be undertaken on your licence in order to continue claiming mileage.

**Note:** You will be sent an email if the reviewer fails your driving licence review.