

Add a Driving Licence - Photocard Licence Extension

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Driving Licence

Endorsements

Entitlements

Permissions

You will require the following permissions:

- My Driving Licences

This guide explains how to add a driving licence extension to Assure Expenses in line with DVLA's 11 month photocard licence extension, introduced recently due to the Coronavirus (COVID-19) crisis.

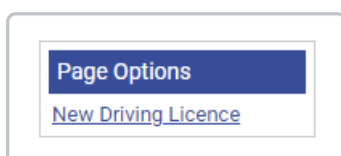
Drivers with a photocard driving licence due to expire between 1st February and 31st December 2020 will be granted an 11 month extension from the date of expiry. This will help drivers to make necessary journeys without having to obtain a new photograph to renew their licence.

Normally drivers are required to renew their photocard licence every 10 years, and bus and lorry drivers every 5 years. A new EU regulation has now been introduced which means photocards that expire between 1st February and 31st December 2020 will be automatically extended for a further 11 months from the date of expiry.

Drivers will be sent a reminder to renew before their 11 month extension ends.

For more information, see [gov.uk](https://www.gov.uk).

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 **DVLA Photocard Licence** and then click **Save**.


Form Selection

Licence type

DVLA Photocard Licence
 DVLA Photocard Licence
 DVLA Pre-1998 Paper Licence
 Non-GB Licence

Note: This extension only applies to those with a DVLA Photocard Licence.

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

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*	<p>Enter the Expiry Date of the licence using the date picker. This should be exactly 7 months from the date of expiry shown on your licence.</p> <p>For example, your photocard licence licence is due to expire on 01/08/2020. This extension means that you should enter 01/07/2021 for the expiry date.</p>
Issuing Authority	Select the Issuing Authority from the drop down list.
Issue Number	Enter the Issue Number (two digits following the licence number).

Field	Description
Photocard Front	Click browse to select an image of the front of the photocard licence.
Photocard Back	Click browse to select an image of the back of the photocard licence.

- (Optional) If required, add any endorsements or entitlements to your licence. Information on how to add these can be found in the tabs at the top of this article.


Note: There are more specific rules relating to entitlements and the new extension which can be found at [gov.uk](https://www.gov.uk).

- 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 continue claiming 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 add your driving licence extension.

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.

