V2

Hackney Carriage and Private Hire Drivers

DVLA Driving Licence Check via the www.gov.uk on-line service

Please complete this check no earlier than 3 days before your appointment with the licensing officer (the check code is only valid for 21 days). You can't use this on-line service if your licence was issued outside of England, Wales or Scotland. Please contact the licensing team 01424 787550.

If you do not have internet access there are computer terminals in the Council's reception area (no printing facility). Please arrive early before your appointment so you can generate your code before meeting the licensing officer.

We need to check your DVLA driving licence details to see which vehicles you are entitled to drive and if you have any penalty points or convictions. Please follow these instructions; you will need your driving licence number, your National Insurance number, the postcode on your driving licence:

1. Write your DVLA driving licence number here:

2. Go to: www.gov.uk/view-driving-licence.
3. Click "Start Now". Enter your details, click "View Now".
4. Check your licence details are correct.
5. Click the "Share Your Licence Information" tab.
6. Click "Get a Code".
7. Write your 'Code' here (make sure upper case and lower case is correct):

8. Under the 'Code' there is an option to "Print or Save a Driving Summary"
   PRINT the summary

Please bring your driving licence, this document and your printed summary to your appointment.

I hereby consent to the licensing authority obtaining from the Driver and Vehicle Licensing Agency (within the meaning of the Road Traffic Act 1988) any licence information which they may hold relating to myself, including entitlement to drive and any information about disqualifications and unexpired offences and endorsements.

Signed: …… Dated: ……

Optional

In the event of a further query or a problem with the above instructions, I hereby consent to the licensing authority using my driving licence number, National Insurance number and postcode to act as myself in obtaining my driving licence history using the www.gov.uk/view-driving-licence service. It is a criminal offence to obtain someone else's personal information without their permission.

Signed: …… Dated: ……