



Instructions for Downloading Documents from DVLA Website

- Follow this link (or copy and paste into your browser)

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

- Complete all of these fields:

Enter details

You should only use this service to view or share your own driving licence.

Your driving licence number

Example: MORGA657054SM9JJ

[▶ Where to find your driving licence number](#)

Your National Insurance number

Example: QQ123456C

[▶ Where to find your National Insurance Number](#)

Postcode

Example: EH1 9SP

- Tick box on page to agree to the privacy policy and then click on view now:

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#). I would like to use this service and understand that my data will be shared as explained above.

I agree

[View now](#)

- ✓ You will then be presented with a page shown below, click on 'Share Your Licence Information (BETA)':

The screenshot shows a user profile page with four navigation tabs: 'Your details', 'Vehicles you can drive', 'Penalties and disqualifications', and 'Share your licence information BETA'. A red arrow points to the 'Share your licence information BETA' tab. Below the tabs, there are two main sections. The first section is titled 'Your name will show here' and contains fields for 'Date of birth', 'Gender', and 'Address'. A red box labeled 'CLICK HERE' is positioned to the right of these fields. The second section is titled 'Licence details' and contains fields for 'Driving status', 'Licence valid from', 'Licence valid to', 'Driving licence number', and 'Licence issue number'. A red box labeled 'Your Details Will Show Here' is positioned to the right of these fields.

- ✓ On the page presented (shown below) click on Create a Code:

Get a licence check code

You can share your licence information with someone else, like your employer or a car hire firm.

You'll need to give them:

- a unique licence check code
- the last 8 characters of your driving licence number

Codes are valid for 21 days after generation.



- ✓ You will then be presented with a code, this is NOT what is required, you need to then click on the link below that to 'view, print or save your licence information' as shown below:

Get a licence check code

The screenshot shows a page with a light blue background. At the top, it says 'Your check code is:'. Below this is a white box with a black border containing the text 'This is your code'. Underneath, it says 'This code:' followed by a bulleted list: 'is case sensitive', 'is valid for 21 days', and 'can only be used once'. To the right of the list is a white box with a black border containing the text 'Click here'. At the bottom, there is a blue hyperlink that says 'View, print or save your licence information'. A red arrow points from the 'Click here' box to the hyperlink.

- ✓ Please email us the PDF that is generated prior to collecting your rental vehicle.