

# A guide to obtaining your DVLA check code

Before you can use the DVLA site to generate a Check Code, you will need the following information

- 1) Your **Driving Licence Number**. This is shown on your licence in Section 5 and excludes the last 2 separate digits.
- 2) You will also need to provide your **Post Code** for where your licence is registered to. This is shown in **Section 8** of your Driving Licence.
- 3) Your **National Insurance Number**. This can be found on any Payslip, Government Benefit Document or your National Insurance Card and will be in the format of two letters, six numbers and one letter.



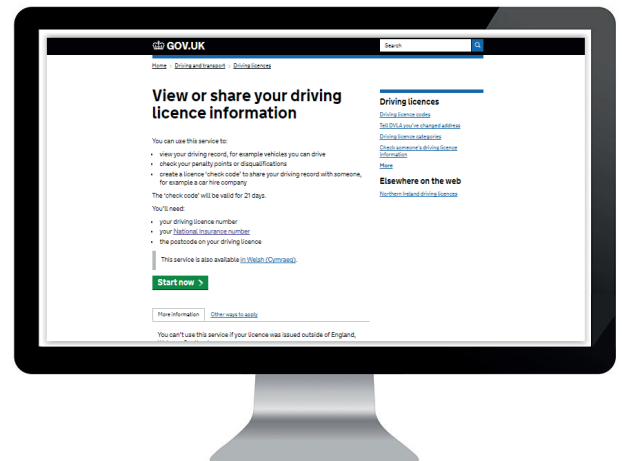
Employee Name		Pay Period		Pay Date	
0004		FULL NAME HERE		29/01/2006	
0000000000		NP00000000			
Employee		Rate		Gross Pay	
Gross Salary		1.00		3750.00	
Monthly				3750.00	
Payment Method				PAYE Tax	
Cheque				National Insurance	
				845.19	
				255.62	

## A guide to obtaining your DVLA check code - continued

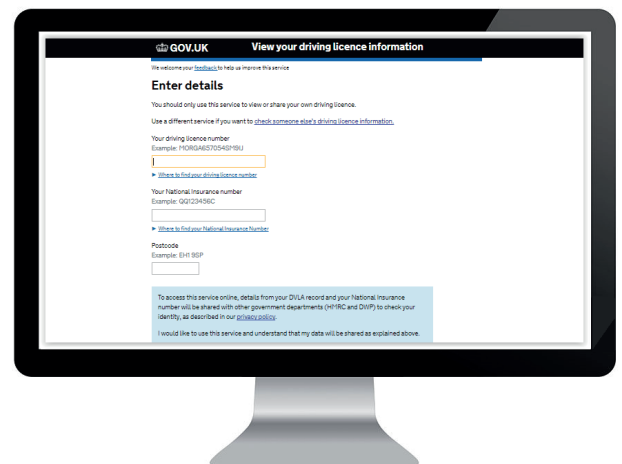
Once you have all this information to hand, go to the website

<http://www.gov.uk/view-driving-licence>

and click on the **Start now >** button

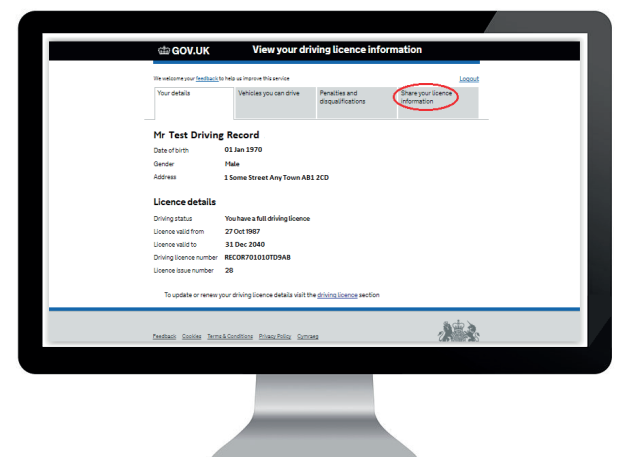


Enter the relevant **Driving Licence** and **National Insurance** numbers along with your **Post Code** in the boxes provided on the website.



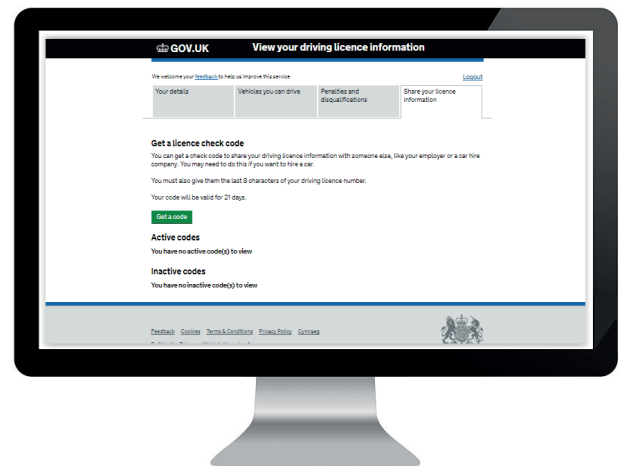
Then **tick the box** in the blue agreement area to accept the terms of use of the website, and then click the **View now** button.

At the top right of the screen, select the grey box called “Share your licence information”



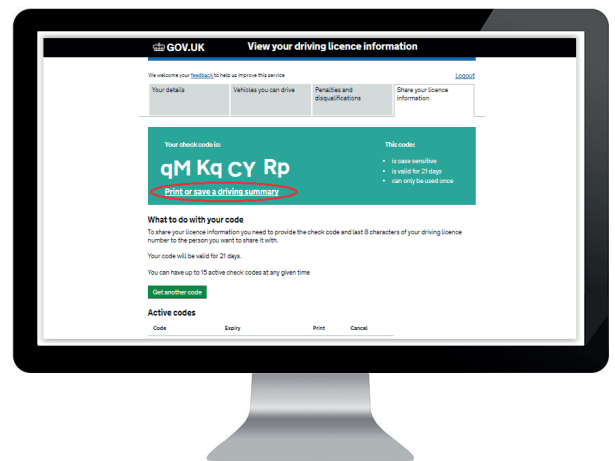
## A guide to obtaining your DVLA check code - continued

Click on the [Get a code](#) button to generate a new unique Check Code



The code will now be displayed on screen for you.

Click on the “Print or save a driving summary” link below the code to download a pdf copy that you can email to us, or email us the code and last 8 characters of your driving licence number.



**IMPORTANT:** If emailing the code directly to us, please be aware that **the code is case sensitive like a password**, so we need to know what letters are capitals and which are lowercase. Please ensure that it is provided to us exactly as it is shown on the DVLA web page.

When sending us the check code, please ensure that you also include the last 8 characters of your driving licence.