

### How your staff can share their driving license details

1. They will need to go on to [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
2. They will need their photo ID driving license to complete the next step. Once on the above page they need to enter their driving licence number (e.g. MORGA753116SM9IJ), their National Insurance Number and their postcode. From there they need to tick that they have read the privacy notice and click 'View now' at the bottom of the page.
3. From here they will be able to view their driving license information. You will need them to share their driving license information so you can view it. They need to click on the "Share your license information" tab.
4. From there they should click on the "Create a code" button.
5. A case sensitive check code will appear on the screen. They then will need to give you this check code along with the last eight characters of their driving licence number to allow you to view it. **Be aware, this check code is only valid for 72 hours and can only be used once.**
6. There is also the option for them to download a summary of their driving license by selecting 'View, print or save your license information'

For further information please visit [www.gov.uk/dvla/nomorecounterpart](http://www.gov.uk/dvla/nomorecounterpart)