

Online Licence Summary Guide

Step 1

Visit the DVLA Website

Enter details

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

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number

Example: MORGA657054SM9IJ

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

Your National Insurance number

Example: QQ123456C

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

Postcode

Example: EH1 9SP

1. Navigate to:
gov.uk/view-driving-licence

You'll be required to enter the following information:

- **Driving Licence Number**
- **National Insurance Number**
- **Postcode**

Step 2

Generate Your Check Code

Driving licence details

[Your details](#)

[Vehicles you can drive](#)

[Penalties and disqualifications](#)

[Get your check code](#)

Get a licence check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

[Get a code](#)

2. After entering your details, select the 'Get your check code' tab.

Click the green 'Get a code' button.

Your code will be valid for 21 days.

Step 3

Print or Save Your Driving Summary

Your check code is:
Fk hh Yw h3

[Print or save a driving summary](#)

Important

Your check code:

- is case-sensitive
- is valid for 21 days
- can only be used once

What to do with your check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

[Get another code](#)

Active codes

Code	Expiry	Print	Cancel this code
Fk hh Yw h3	25 February 2026	Print	Cancel

< 3. Once the code is created, you'll see the following screen.

Click [Print or save a driving summary](#) to download your PDF.

Step 4

Your Licence Summary PDF

Driver & Vehicle Licensing Agency

Licence summary

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

Driving status
Current full licence

Endorsements
0 Offences
0 Points

Important

Your check code: Fk hh Yw h3

- is case-sensitive
- is valid for 21 days
- can only be used once

Driver's full name _____

Date summary generated _____

Driving licence number _____

Licence issue number _____

Licence valid from _____

Licence valid to _____

< 4. Your downloaded summary should look like this.

Please download this and email it to Admin@Brentacre.co.uk along with a clear photo of the **front** of your photocard driving licence.