

IMPORTANT ACTION REQUIRED - SHARE MY LICENCE

As you may be aware, on the 8th June 2015 the DVLA stopped production of the UK counterpart licence on which convictions are recorded, in favour of a more consumer friendly computer database called Share My Licence. This applies for **ALL** Licence holders in Great Britain only.

Driving Instructors used to use the information on the counterpart driving licence and photo card to help validate the information you provide as well as helping to prevent fraud.

Share My Licence records information in regards to licence entitlement, validity and conviction history is checked against the DVLA database.

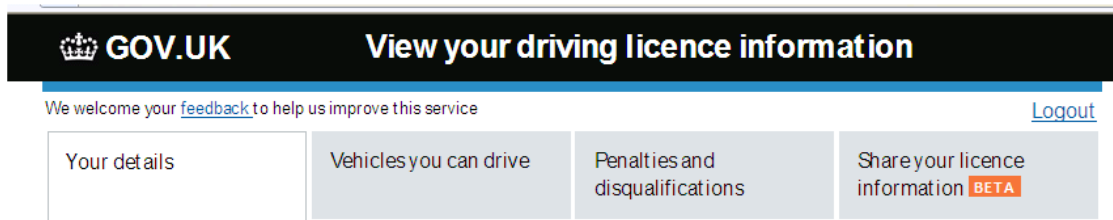
When arranging your driving lessons, you may be required to provide your driving licence information for me to check some or all of the information you provide by using 'Share My Licence'.

I require your authority to conduct this check by providing a 'Check Code' to view the information through Share My Licence. Additionally you will need to provide the last 8 digits of your Driving Licence Number (instructions below).

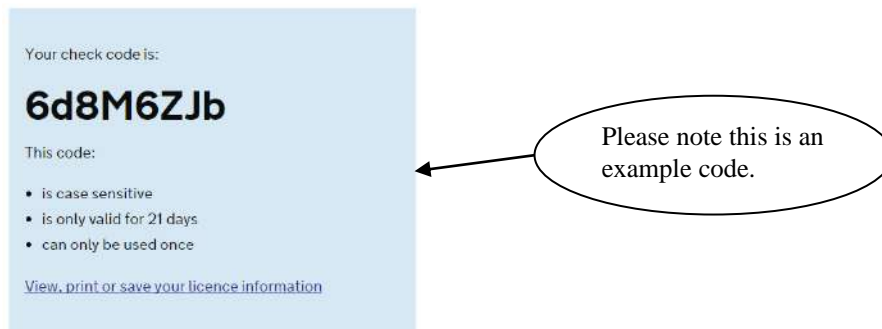
Firstly start by visiting: <http://www.gov.uk/view-driving-licence>

You will need your Driving Licence Number, National Insurance Number (Can be found on a payslip or National Insurance card) and Post Code. If you are unable to access the Internet please call the DVLA on **0300 083 0013** and they will be able to generate a Check Code for you to provide to me.

You will need to log in using the requested details and then click on the fourth tab entitled "Share your licence information" Please click "Create code" and a code will be generated:



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Once you have generated your code (codes are case sensitive and are valid for 21 days from the date of generation):

- Please email the Check Code and the last **8** digits of your Driving Licence Number to jason@rightcourse.co.uk

If you have a Northern Ireland or EU Driving Licence, unfortunately the Share My Licence system is unable to accept these and a copy of the front and rear of your licence will need to be sent to me.

If you have a Paper Licence, unfortunately the Share My Licence system does not record information in regards to licence entitlement only conviction history is updated. Therefore, I would require a Share My Licence code as well as a copy of your Paper Licence to be sent to me.