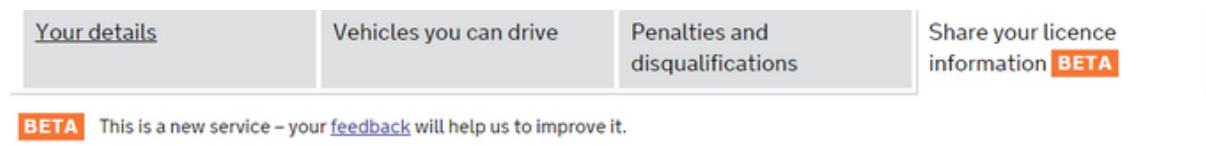# How to Share your Driving Licence

In accordance with the requirements of the insurance company and Warwickshire County Council's Driving at Work Policy, we need to ensure that all our driving licence records are up to date. You will need to follow the steps on this page to generate a one time Licence Check Code and provide the last 8 characters on your driving licence, this licence check code will allow us to view the categories of vehicles you're entitled to drive and/or any endorsements on your licence. This system replaces the paper counterpart licence which is no longer required.

To complete your driving licence check you will need to know your Driving Licence number, National Insurance Number and postcode. (None of this information will be viewable to anyone)

Then visit this website: https://www.gov.uk/view-driving-licence to get a Licence Check Code.

Once you have entered those details, click the heading 'Share your licence information', then press 'Create a code.'

You will then receive an alpha/numeric code, with a mixture of capitals and lower case letters.

The following information needs to be passed onto your manager to/CFM to enable them to check the licence:

- The last 8 characters of your driving licence
- Licence Check Code(Case sensitive)