How to send your driving licence summary

achoice

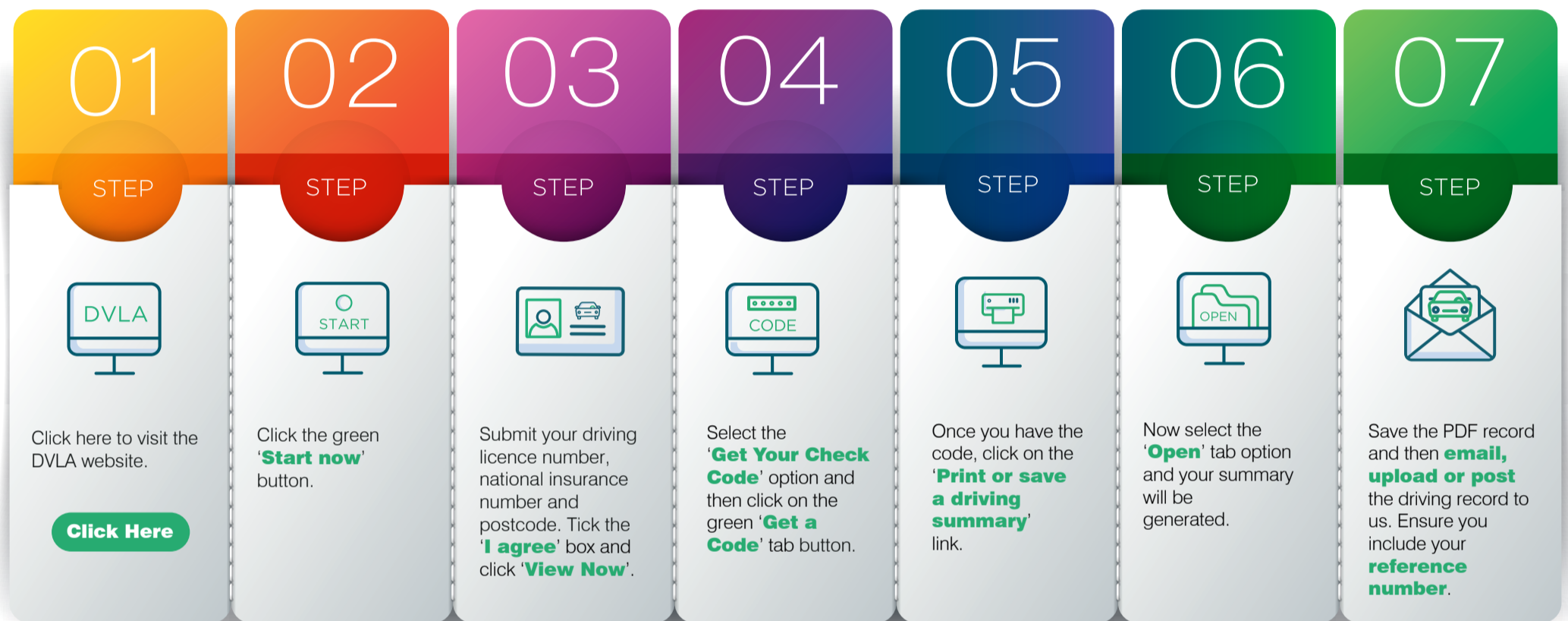## Submit your details via the DVLA website

You will need to visit the DVLA website to download, print or save your driving licence summary. This will need to be sent to us via email or via our secure upload portal. Alternatively, the record will need to be posted to us.

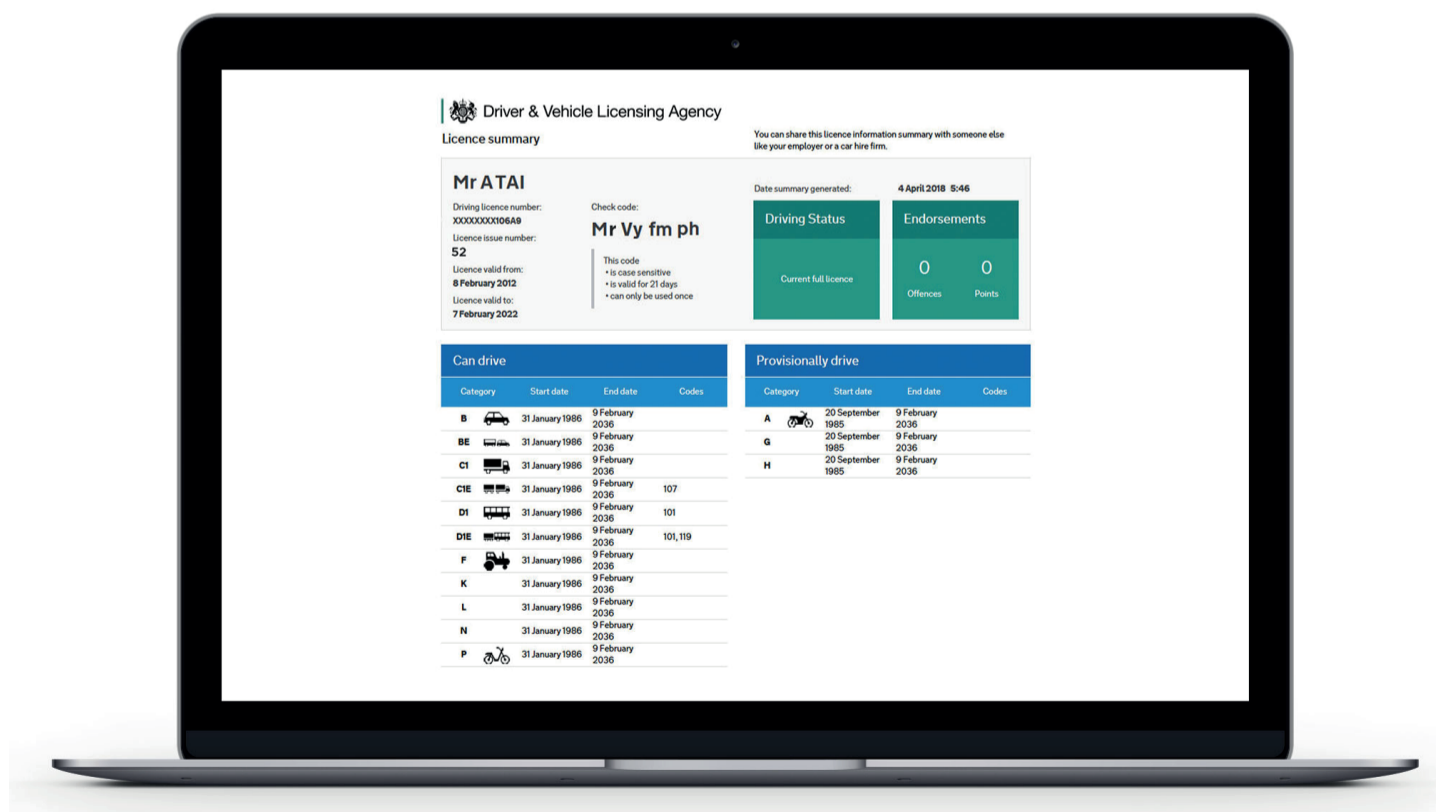## What you will need for all drivers:

- ✓ Driving licence number
- ✓ National insurance number
- ✓ Postcode

Don't know your driving licence number? You can search for this on the DVLA website at:
https://www.viewdrivingrecord.service.gov.uk/driving-record/personal-details
You must have permission from each driver to access their information.

How to get a driving licence summary:

01 STEP

DVLA

Click here to visit the DVLA website.

Click Here

02 STEP

START

Click the green 'Start now' button.

03 STEP

Submit your driving licence number, national insurance number and postcode. Tick the 'I agree' box and click 'View Now'.

04 STEP

CODE

Select the 'Get Your Check Code' option and then click on the green 'Get a Code' tab button.

05 STEP

Once you have the code, click on the 'Print or save a driving summary' link.

06 STEP

OPEN

Now select the 'Open' tab option and your summary will be generated.

07 STEP

Save the PDF record and then **email, upload or post** the driving record to us. Ensure you include your **reference number**.

Example driving licence summary

Where to send your driving licence summary:

- Secure Web Upload: **click here**
- **Email:** admin@a-choice.co.uk
- **Post:** Premium Choice, Pendeford House, Pendeford Business Park, Overstrand, Wolverhampton WV9 5AP

Please make sure you send us your full name and reference number in any communication.

Please note:

If you do not have access to the internet, you must contact the DVLA on **0300 083 0013** to obtain a check code.

You will then need to call us on **0330 127 4500** to provide the code along with the last 8 digits of your driving licence number.

Check codes are only valid for 21 days so must be submitted within this time to enable us to validate your record.