



### What You Need to Know, What You Need to Do, How to Do It

*The Rhino Safety Series of Fact Sheets*

#### Counterpart Driving Licence Abolishment

##### What are the changes?

As part of a government pledge to reduce red-tape and bureaucracy, the Driving and Vehicle Licensing Agency (DVLA) abolished the paper counterpart to the photocard driving licence on 8<sup>th</sup> June 2015. From that date, the paper counterpart will no longer be issued by the DVLA, and those already in existence will cease to hold any legal status (and should be destroyed). However, paper driving licences issued prior to 1998 remain valid and should be retained by the individual.

The new rules mean that employers wishing to check their employees' driving licences will no longer be able to do so via the paper counterpart, on which any endorsements or penalty points were previously recorded. Instead, these will be recorded electronically. Individuals who are convicted of a driving offence will still be required to submit their licence to court and pay a fine.

##### So how are driving licences checked now?

Individuals now need to obtain a check-code. This code can be obtained online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) or via telephoning the DVLA on 0300 083 0013.

The code lasts for up to 21 days and must be redeemed online at [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information) where the relevant information will be available. The code can only be used once, but up to 15 codes can be generated within the 21 days.

Individuals can use the code themselves to check their own licence, or alternatively they can pass the code on to their employer give permission for them to make the necessary checks. Where an employer already requires employees to provide driving licences for checks, failure to provide the code and permission under the new rules may be a disciplinary offence; particularly if driving is an integral part of the job role.

##### What do I need to do?

If you ordinarily carry out checks on your employees' driving licences, be aware that it will no longer be possible to do so via the paper counterpart. You should obtain your employees' written permission to check their licence, and require them to provide you with the code to do so. We can provide you with the documentation to enable you to do this. You should then carry out the necessary checks and record them as you would have done previously.

*For further information or to discuss the specific implications for your business, please contact us at:*  
**[info@rhinosafety.co.uk](mailto:info@rhinosafety.co.uk) or 01270 440 341.**

*Did you find this fact sheet useful? If so, please let us know and share it on our social media platforms – find us on Twitter and LinkedIn by entering 'Rhino Safety Limited' into your preferred internet browser. Alternatively, send a brief email with your comments to [info@rhinosafety.co.uk](mailto:info@rhinosafety.co.uk)*

*The details within this Fact Sheet are produced in good faith, and are correct at date of preparation. However, due to frequent changes in legislation, Rhino Safety Limited always advises that the current situation is confirmed. Rhino Safety Limited accepts no responsibility for errors or omission, or any action taken on the basis of this Fact Sheet.*

© Rhino Safety Limited 2015