

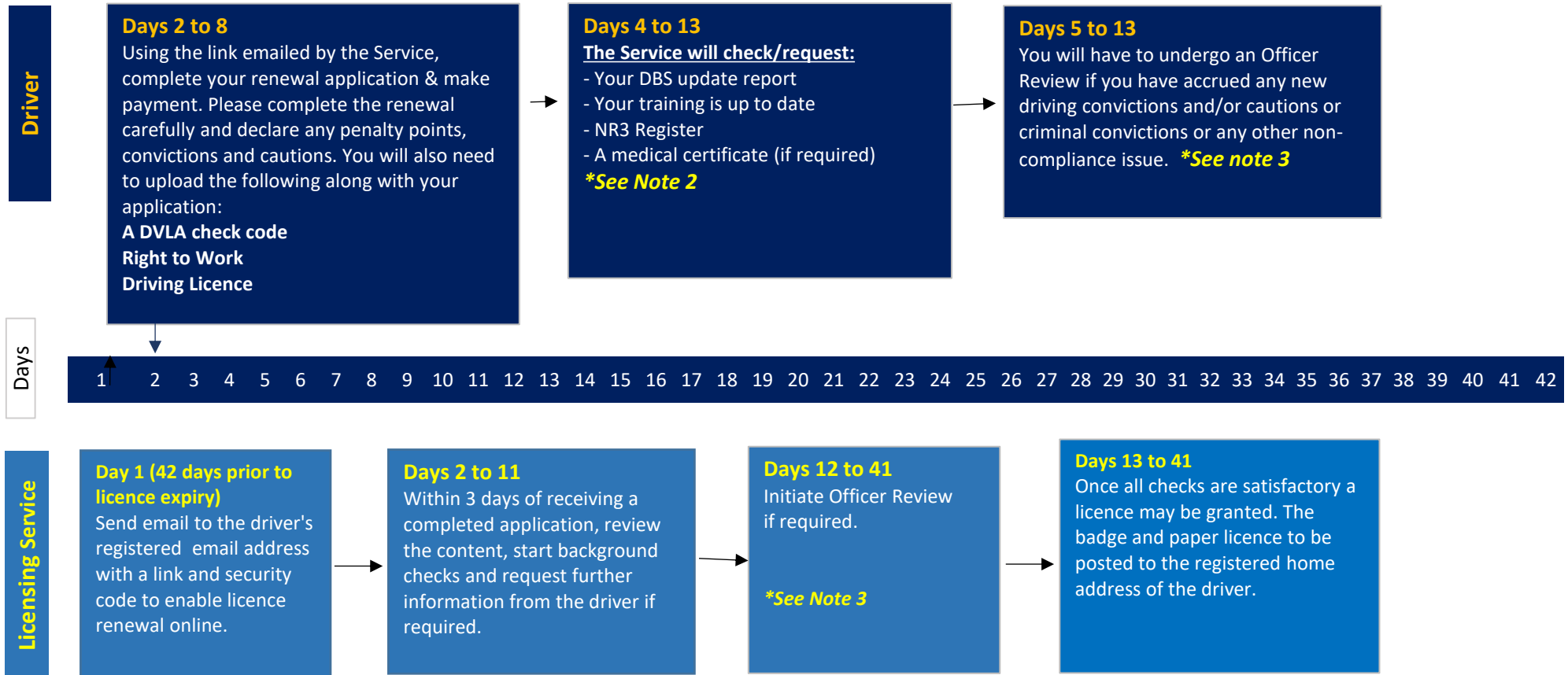
HCPH Service Level - Driver Licence Renewal

Key

Driver Actions:



Licensing Service Actions:



Note 1 The sooner you complete and submit your renewal application the faster it will be processed. Please note that if you don't fill in the application correctly, haven't maintained your DBS Update subscription or don't declare any changes to your situation, e.g. penalty points, convictions etc, it will require an Officer Review which could delay your renewal time significantly (see Note 3).

Right to Work - The Service needs to check your right to work has not expired, so you will need to upload a copy of your British/Irish Passport, or a right to work share code at the point of application.

A DVLA Check code - To confirm that no new or undeclared penalty points have been added to your record, you will need to provide an unused DVLA check code when submitting your application.

Driving Licence - To keep our records current, you will need to upload a copy of your driving licence when submitting your application.

Note 2

DBS - The most common reason for a licence renewal delay is due to drivers not maintaining their payments to the DBS Update Service - which is a Condition of Licence. Note: you do **not** have to wait for your licence renewal to check that you are subscribed. If you find that you are not subscribed please contact the Service immediately.

NR3 Register- The NR3 check helps councils verify whether an applicant has previously had a licence **revoked,refused or suspended** elsewhere.

Note 3 If you are required to undergo an Officer Review you will be notified by email. You will be asked to submit any mitigating circumstances regarding the reason(s) for the Officer Review. It is important that you respond without delay as this process could take up to 28 days depending on the reason(s) for Officer Review.