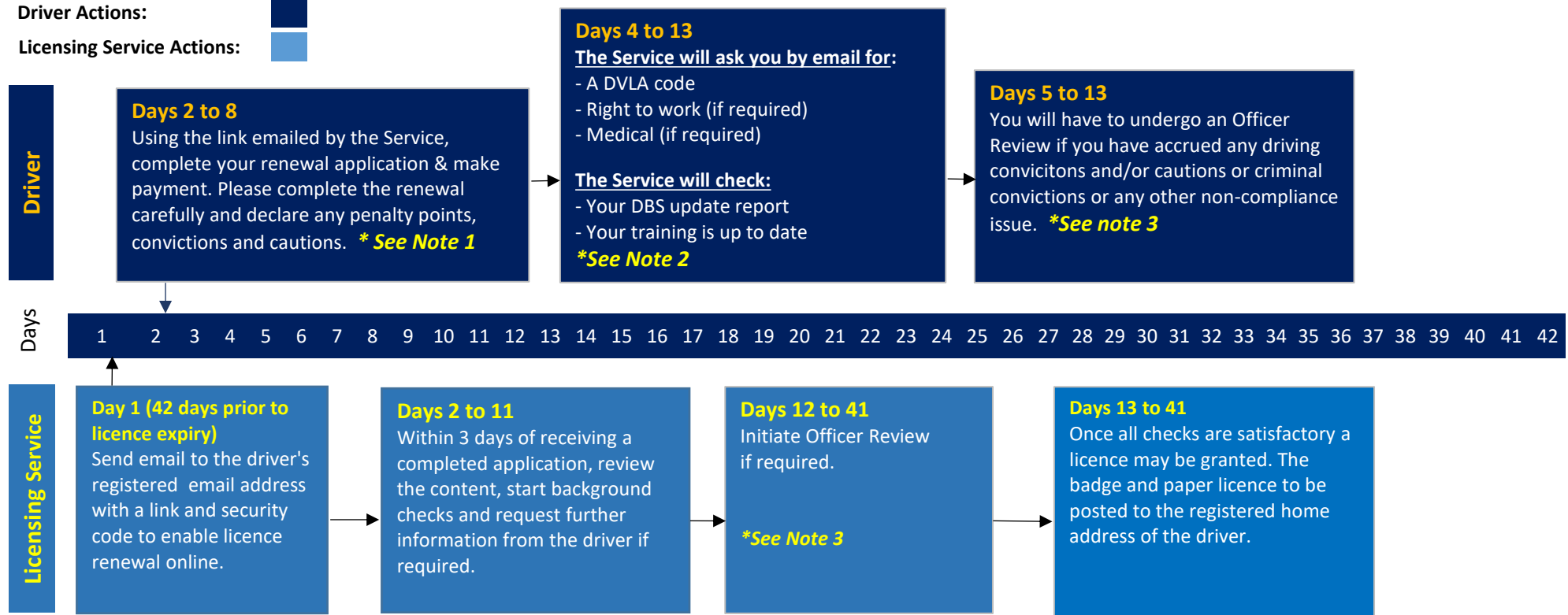


HCPH Service Level - Driver Licence Renewal

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).

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.

Right to Work - The Service needs to check your right to work has not expired. This information is available on your visa or biometric residence card.

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.