

## Instructions for viewing and printing Driving Licence information

1. Go to [Driver and Vehicle Licensing Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
2. Click on the link **'View your driving licence information'**
3. Scroll down and click **'Start Now'**
4. Input information that you are asked for (Driving licence number, which can be found on your licence, National Insurance number and Post Code) and click **'View Now'**.
5. You will be taken to a page which shows your driving licence information, there are 4 tabs across the top, if you click on the tab called **'Share your licence information'**
6. This will take you to a page with a link on it to **'Create a code'** Click on this link.
7. You will be given an 8 digit code and underneath this there is a link that says **'View, print or save your licence information'**
8. By clicking on this link you are then able to save or open your licence information.
9. If you open the document then go to File and then Print, this should print out your licence information and can be given to a member of Licensing staff along with your application.
10. If you are doing it at home then you are able to save the document and then attach it to an email and send it to [licensing@north-ayrshire.gov.uk](mailto:licensing@north-ayrshire.gov.uk)