How to generate the required Driving Licence Summary for your Taxi Driver application or renewal

Click on this link **https://www.gov.uk/view-driving-licence** to take you to the Scottish Government webpage - **View or share your driving licence information**

You will need:

- your driving licence number
- your National Insurance number - find your National Insurance number if you've lost it
- the postcode on your driving licence

1. Click the START NOW button
2. Enter your driving licence number - Example: MORGA657054SM9IJ
3. Enter Your National Insurance number - Example: QQ12345
4. Enter your Postcode - Example: EH1 9SP
5. Click into the tick box that states I AGREE – in the data sharing box
6. Click the VIEW NOW button
7. There are 4 tabs at the top of the page – select the tab that reads GET YOUR CHECK CODE
8. Click GET YOUR CODE – this will generate your code - EXAMPLE

Your check code is:

2M JT zN 8D

pdf **Print or save a driving summary**

9. Click on the **Print or save a driving summary** in the box which will create the pdf
10. Save the pdf document to your device and attach this pdf to your Taxi driver Licence application
11. Or further down the page you will see a list of Active Codes and you can select PRINT option there which will also generate a pdf that you can save and attach to your application

Please note you MUST generate the full pdf and attach it to your application – just supplying the code is **not** sufficient.