



Driver & Vehicle Agency

Driver Licensing Enquiries

County Hall, Castlerock Road,
Coleraine, BT51 3TB
Tel: 0300 200 7861

1 **Name of Driving Licence Verification Company** Licence Bureau Ltd Part Of TTC Group

MANDATE FOR RELEASE OF DRIVER LICENSING INFORMATION

USE BLACK INK AND BLOCK CAPITAL LETTERS

2 EMPLOYER DETAILS

Name of Employer	
Employee Staff No.	

3 LICENCE HOLDER DETAILS

Surname																
Forename(s)																
Driver Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please ensure that your driver number is clearly legible. A NI driver number has 8 characters

4 CURRENT ADDRESS

House Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
House/Flat/Building											
Street											
Town											

5 NAME/ADDRESS ON LICENCE (if difference from address above)

Name											
House Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
House/Flat/Building											
Street											
Town											

I hereby consent to the Driver and Vehicle Agency (DVA) disclosing to the above-named Company any information held by it in relation to my authorisation to drive a motor vehicle in Northern Ireland. I understand this may include sensitive personal data including any relevant disqualifications, endorsements or restrictions within the meaning of the Road Traffic Orders.

I acknowledge that DVA is not responsible for the manner in which the above-named Company or my employer controls or processes any of my personal data.

Signature of Licence Holder Date



DP030101

Official Use Only											
Cq	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>	Sh P	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PO	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>							
Cash	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>							
Card	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>							
Add	<input type="checkbox"/>	Amt	<input type="text"/>	<input type="text"/>	Section	<input type="checkbox"/>	CEU	<input type="checkbox"/>			

Mandate for the release of Driver Licensing Information

Notes to Driving Licence Holder and Driving Licence Verification Service Provider

GENERAL INFORMATION

Mandates for the Release of Driver Licensing Information (hereafter "mandate") are required to obtain information, on behalf of a third party, relating to authorisation to drive a motor vehicle in Northern Ireland in respect, of a Northern Ireland driving licence holder (hereafter "driver record data").

Driver record data may only be released to third parties with the expressed consent of the Northern Ireland driving licence holder.

The mandate will have a validity of no more than three years from the date of the licence holder's signature, unless the authorisation to release driving record data is revoked by the licence holder.

COMPLETING THE MANDATE

- Sections 1, 2, 3 and 4 of the mandate **MUST** be completed in each case.
- Section 1 refers to the third party submitting the mandate to DVA for the release of driver record data.
- Section 2 relates to the employer of the licence holder and the licence holder's identity within that organisation.
- Section 5 must **ONLY** be completed where the licence holder is no longer resident at the address shown on the driving licence **AND** is no longer resident in Northern Ireland.
- The mandate must be signed and dated by the licence holder to which the request for the release of driver record data refers.

Licence holders should be aware that it is an offence not to notify the licensing authority of any change of address.

Please use the below link to access the Licence Bureau privacy policy:

<https://live.ourcompliance.co.uk/Info/PrivacyPolicy>