



**DRIVING LICENCE CHECKS**

It is our duty as a Company to carry out periodic checks on employee's driving licence. These checks will be carried out on a regular basis.

This exercise can now be carried out on-line by inserting your driving licence number, national insurance number and postcode. Once this information has been entered a code is then generated which enables us to download your current licence details.

In order for us to carry out this exercise we need your permission to access this on your behalf.

Please can you sign and date this letter that you are in agreement with this procedure.

Please also provide the following:-

Driving Licence No. ....

National Insurance No. ....

Many thanks

Signed .....

Print Name .....

Date .....