

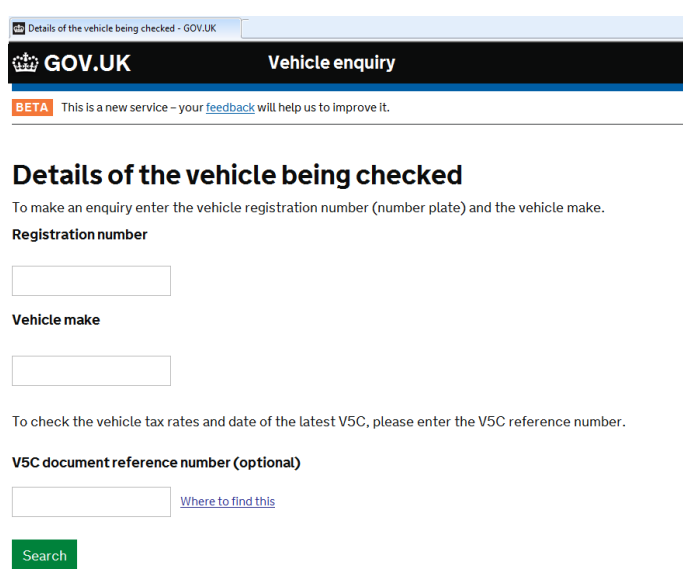
APPENDIX 2

YourHR: Driver Information Management DVLA Tax/MOT Check

Effective Date: 3rd April, 2017

The Driving and Vehicle Licensing Agency (DVLA) provides a free online service which enables anyone to check whether the MOT and Road Tax of any vehicle is current and up to date.

When you are verifying that a staff member’s insurance is up to date and includes Business Insurance cover you can easily conduct this check at the same time to verify whether the Road Tax and MOT are up to date. You can also do it for your own vehicle.

How Check if a car’s Tax and MOT are up to date	
1.	<p>Click on this link to go to the DVLA website using this link:</p> <p style="margin-left: 20px;">https://www.check-mot.service.gov.uk/</p> <p>Or copy and paste into your browser.</p>
2.	<p>You will now see this vehicle enquiry page:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>Details of the vehicle being checked</p> <p>To make an enquiry enter the vehicle registration number (number plate) and the vehicle make.</p> <p>Registration number</p> <input style="width: 100%;" type="text"/> <p>Vehicle make</p> <input style="width: 100%;" type="text"/> <p>To check the vehicle tax rates and date of the latest V5C, please enter the V5C reference number.</p> <p>V5C document reference number (optional)</p> <input style="width: 100%;" type="text"/> Where to find this <p style="text-align: center;">Search</p> </div>
3.	<p>Type in the:</p> <ul style="list-style-type: none"> Vehicle registration number Vehicle make eg Ford, Suzuki etc or V5C document reference number (if the vehicle is less than 5 years old) <p>When done click on the green button [Search:]</p>

4. You will now see this page.
- Details of the vehicle being checked - GOV.UK

Registration number: AB10 XYZ

✓ Taxed <small>Tax due: 01 August 2017</small>	✓ MOT <small>Expires: 08 March 2018</small>
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! If you've just bought this vehicle the [tax](#) or [SORN](#) doesn't come with it. You'll need to [tax](#) it before driving it.

If you have taxed, made a SORN or had an MOT it can take up to 5 days for these details to be shown above.
 You can check with your bank/building society to confirm your payment was successful.

Vehicle details

Vehicle make :	SUZUKI
Date of first registration :	August 2009
Year of manufacture :	2009
Cylinder capacity (cc) :	1870 cc
CO ₂ Emissions :	191 g/km
Fuel type :	DIESEL
- Note that the vehicle details are also shown which is helpful in ensuring they are correct when claiming mileage reimbursement.
5. The green boxes show that the vehicle has an appropriate current MOT and Tax. The expiry dates are also displayed. Ensure that these are up to date and accurate in YourHR when you verify that you have seen the individual's Certificate of Insurance.

Mark Hannam
 Digital HR Project Manager
mhannam@aberdeencity.gov.uk
 28/03/17, Version 1.0