

Driving Licence Validation E-Declaration Completion Guide

1. Introduction

E-Declaration (Electronic Fair Processing Declaration) means that you no longer need to physically complete, sign and return a paper mandate/declaration. This can be carried out online, whereby Safe2Drive will contact the Driver directly via e-mail.

All the Driver needs to do is confirm their details and provide their permission for Safe2Drive to check their licence details directly with the DVLA on behalf of the University.

The Driver's E-Declaration will last for 3 years, after which Safe2Drive will contact the Driver directly by e-mail for renewal information prior to expiry.

2. How it works

Driver (with a University of Cambridge e-mail address)

All that is needed is the Driver name, email address, and date of birth, which the Fleet Department will provide. Safe2Drive will then send out an email containing a secure encrypted link to the Driver, inviting them to complete E-Declaration (Electronic Fair Processing Declaration)

Once the driver is added to the Safe2Drive system, Safe2Drive will then send out an email containing a secure encrypted link to the Driver, inviting them to complete E-Declaration (Electronic Fair Processing Declaration).

3. Process

The E-Declaration process will be:

- The Fleet Department will load the necessary information, as detailed above on to the Safe2Drive system.
- Safe2Drive will E-mail the Driver (see sample E-mail next)

1st E MAIL - Safe2Drive E-Declaration Request & Privacy Statement



Dear **Frederick Joseph Bloggs**

University of Cambridge requires Safe2Drive to perform a driving licence check to verify your legal entitlement to drive on their behalf.

Safe2Drive must have a signed declaration for every driver in order to perform these checks. Permission can be provided electronically by clicking on the button at the bottom of this email. Please have your driving licence present.

Thank you for your assistance.

If you have any queries, please email us at admin@safe2drive.co.uk

[Go to E-declaration](#)

The above button is secure - check for the padlock icon on your browser.

Kind regards,

Safe2Drive

The driver needs to follow the very simple **FOUR** stage on-line process to complete the E-Declaration.

STEP 1 – Verify Your Identity

When the Driver clicks the link in the email, they will see the following:

Enter your name as it appears in the email sent to you (“Dear Frederick Joseph Bloggs”)

SAFE 2 DRIVE UNIVERSITY OF CAMBRIDGE

1. Verify Identity 2. Licence Information 3. Address 4. Permission

E-Declaration

Verify your Identity

To verify your identity, please enter the requested information below about yourself. The information entered must match your DVLA record.

* First Name
Enter first name

* Surname
Enter surname

* Date of Birth
dd/mm/yyyy

DD/MM/YYYY

* Email Address
Enter email address

Next

Frederick Joseph

Bloggs

STEP 2 – Licence Information

- Complete the information requested and hit “Next”

SAFE 2 DRIVE UNIVERSITY OF CAMBRIDGE

1. Verify Identity 2. Licence Information 3. Address 4. Permission

E-Declaration

Your Details

Please enter the information requested below. To verify your identity, the information entered must match your DVLA record.

* Which type of driving licence do you have?
UK (DVLA)

* Licence Number Where is my licence number? ?
Enter licence number

Licence number must be 16 characters with no spaces

Back Next

E-Declaration

Permission

Confirm your permission for Safe2Drive to check your licence on behalf of your employer.

I provide permission for Safe2Drive to check my licence on my employer's behalf.

I confirm that I hold a valid and current driving licence issued by the DVLA.

I am the person referred in Section 1 of Electronic Fair Processing Declaration.

I understand the Safe2drive will ask DVLA for my driver record information held in the computerised register of drivers maintained by DVLA.

This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate).

Medical information will not be provided. This declaration will expire when I cease driving in connection with the company or in any case, three years from the date of my signature.

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STEP 3 - Address

- Complete the information requested and hit "Next"

E-Declaration

Your Details

Please enter the information requested below. To verify your identity, the information entered must match your DVLA record.

Enter your postcode and select your address

* Address line 1

Address line 2

Address line 3

* City/Town

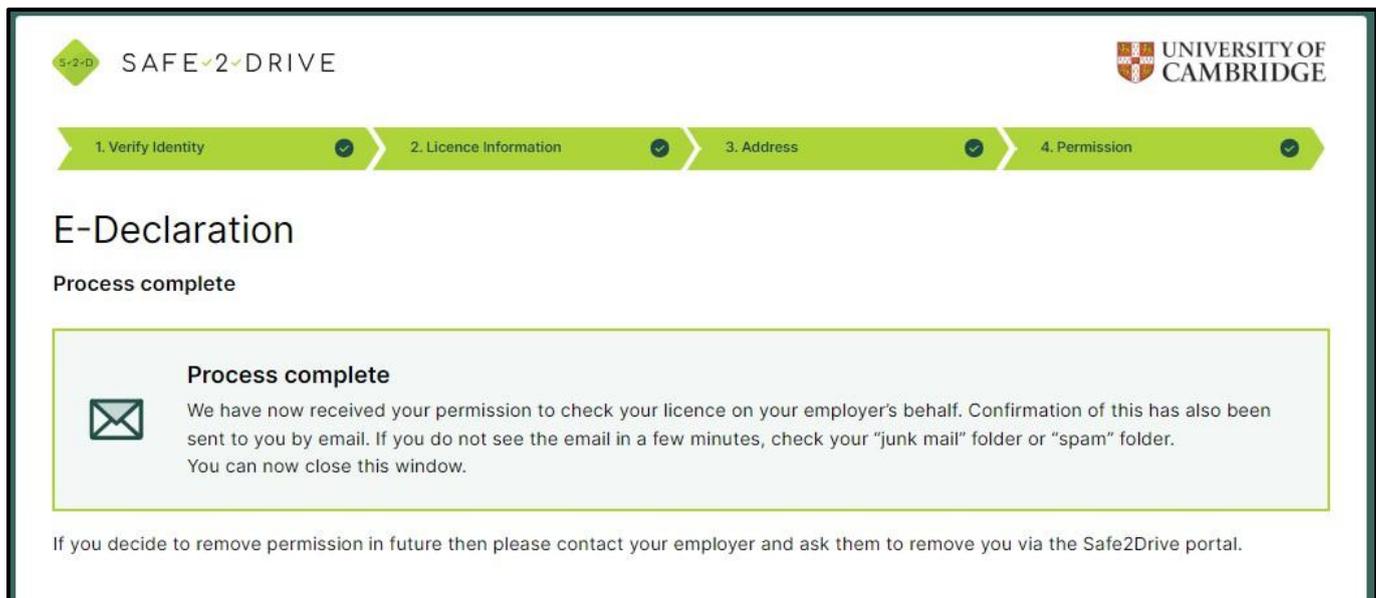
* Postcode

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STEP 4

- Safe2Drive will then ask the driver to **confirm** the details they hold.
Hit **“Next”**

The following “Process Complete” confirmation page will appear.

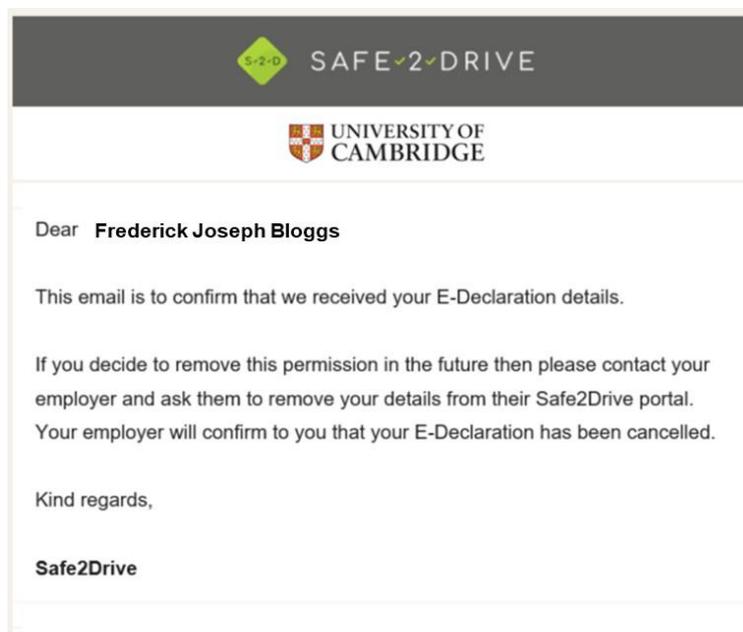


The screenshot shows a confirmation page for the Safe2Drive E-Declaration process. At the top left is the Safe2Drive logo (S-2-D) and the text 'SAFE 2 DRIVE'. At the top right is the University of Cambridge logo and text. Below the header is a progress bar with four steps: '1. Verify Identity', '2. Licence Information', '3. Address', and '4. Permission', each with a checkmark. The main heading is 'E-Declaration' followed by 'Process complete'. A central message box contains an envelope icon and the text: 'Process complete. We have now received your permission to check your licence on your employer's behalf. Confirmation of this has also been sent to you by email. If you do not see the email in a few minutes, check your "junk mail" folder or "spam" folder. You can now close this window.' At the bottom, a note states: 'If you decide to remove permission in future then please contact your employer and ask them to remove you via the Safe2Drive portal.'

This completes the on-line E-Declaration process.

2nd EMAIL – Safe2Drive E-Declaration Verification

- Safe2Drive will then send an E-Declaration verification email, which looks like the following



The screenshot shows an email verification message. The header features the Safe2Drive logo (S-2-D) and the text 'SAFE 2 DRIVE'. Below the header is the University of Cambridge logo and text. The main body of the email reads: 'Dear **Frederick Joseph Bloggs**

This email is to confirm that we received your E-Declaration details.

If you decide to remove this permission in the future then please contact your employer and ask them to remove your details from their Safe2Drive portal. Your employer will confirm to you that your E-Declaration has been cancelled.

Kind regards,

Safe2Drive

