



Documents guide

Admiral Van may request you send in documents in order to validate your policy. You can now upload these documents quickly and easily using your online account. Below is a guide to help you through the process.

What we need:

NCB

We can accept your latest renewal notice or an official No Claims Bonus document as long as it contains:

- Previous insurers name & insurance policy number
- Policy date/expiry date
- Number of years NCB

Please note we only accept NCB earned within the last 24 months and inside the UK. We cannot accept NCB that is still being used on another vehicle, from a fleet, taxi or motor home policy.

If you do not have access to your NCB, contact your last insurer as a matter of urgency and request they send you a copy as soon as possible.

Drivers Licence details - UK only (see below for non UK)

From June 8th 2015 the paper counterpart to the photo card driving licence will not be valid and will no longer be issued by the DVLA. The paper counterpart was used to display information that could not be placed on the photo card, for example details of endorsements – this information will now be recorded electronically.

What information will we require?

- A unique licence check code or a copy of your licence summary
- Your driver's licence number

How to access your driving licence details:

Please visit: <https://www.gov.uk/view-driving-licence>

On the 'view or share your driving licence information' page, click on the green 'start now' button. You will see the page below which requires you to enter your personal information to gain access to your licence details.

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

Enter details

You should only use this service to view or share your own driving licence.

Your driving licence number
Example: MORGA657054SM9IJ

[▶ Where to find your driving licence number](#)

Your National Insurance number
Example: QQ123456C

[▶ Where to find your National Insurance Number](#)

Postcode
Example: EH1 9SP

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#). I would like to use this service and understand that my data will be shared as explained above.

I agree

You will need:

- Your driving licence number (section 5 on the card part of your licence)
- Your national insurance number (available on your P60 or tax return)
- The postcode on your driving licence

Please read the consent statement and tick the box if you are happy to continue.

Once you have gained access to your driving licence information you will need to click on the 'Share your licence information' tab in the top right of your screen.

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service [Logout](#)

Your details Vehicles you can drive Penalties and disqualifications [Share your licence information BETA](#)

Mr [redacted]
 Date of birth [redacted]
 Gender [redacted]
 Address [redacted]

Licence details
 Driving status [redacted]
 Licence valid from [redacted]
 Licence valid to [redacted]
 Driving licence number [redacted]
 Licence issue number [redacted]

To update or renew your driving licence details visit the [driving licence](#) section

[Feedback](#) [Cookies](#) [Terms & Conditions](#) [Privacy Policy](#) [Cymraeg](#)

Built by the [Driver and Vehicle Licensing Agency](#)

<https://www.viewdrivingrecord.service.gov.uk/driving-record/share>

Next you will need to click on 'create a code'. Please be aware of the following:

- Your code will only be valid for 21 days
- The code is case sensitive
- This code can only be used once

Once you have your unique licence code and drivers licence number you can save your licence information as a PDF and upload this to your online account at www.admiralvan.co.uk/myaccount.

Alternatively, you can contact our Customer Service department on **0333 220 2096** and we will assist you further.

Non UK licence holders

For customers from outside the UK we may still request copies of the card part of your driver's licence. When sending this, please ensure:

- The name on your licence is your current name
- Copies you send are clear and easy to read (not blurred or smudged)
- Please ensure full document is visible - if not we will ask it to resent

What if I have mislaid my card licence?

Please arrange a replacement licence as urgently as possible - <https://www.gov.uk/apply-online-to-replace-a-driving-licence>

The DVLA mention a new licence can take up to 3 weeks to process, please contact our Customer Service department to advise of any potential delays in sending us your document.

How to upload

Please note individual images must be no more than 5MB in size.

- Take clear photos of the documents and save them to your images under an appropriate title - No claims bonus, drivers licence information for example.

If you have not registered for the online portal please visit our home page www.admiralvan.co.uk/myaccount

Once you have registered and logged into your Admiral Van account: Click the Upload Documents tab on the right hand side:

Once you have your unique licence code and drivers licence number you can save your licence information as a PDF and upload this to your online account at www.admiralvan.co.uk/myaccount.


Alternatively, you can contact our Customer Service department on **0333 220 2096** and we will assist you further.

You are here: Your Account > Van Policy - CP09USB > Upload Documents

Upload Documents

All uploads must be JPG, JPEG or PDF files. The maximum file size accepted is 3MB.

[Remove All](#) [Add More Files...](#)

Name	Size	Description
 Licence details.pdf	2.03MB	<div style="border: 1px solid #ccc; padding: 2px;"><p>Please Select Item</p><p>Please Select Item</p><p>V5 / Log book</p><p>Proof of No Claims Bonus</p><p>Proof of Second Car Bonus: Renewal notice from other vehicle</p><p>Drivers Licence Information</p></div>

Comments:

[Start Upload](#)

Note: Please do not use this service to upload payment card details.


Once your documents have been successfully uploaded you will receive a confirmation message (see below). If you need to upload multiple documents you can add more documents by clicking on the tab or click finish to go back into your Admiral Van account.


Welcome Mr N Riseley

You are here: [Your Account](#) > [Upload Documents](#)

Upload Documents

Thank you for uploading your documents. We will review the documents as soon as possible (during normal working hours) and contact you if there are any problems.

	Name	Size	Description
	ca.JPG	142.72KB	This file has been successfully uploaded.



[Add More Files...](#) [Finish](#)

Your documents will be processed as soon as possible and we will contact you if there are any issues. Please be aware you may continue to receive correspondence from us regarding your documentation until we have updated your policy.