



# International Driving Permits

Retailer guide



**Your guide on  
how to process  
International  
Driving Permit  
applications**

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# General information

## 1. Introduction

From the 1st April 2024 we will start issuing International Driving Permits (IDP) on behalf of the Driver Vehicle Licence Agency (DVLA) at participating outlets.

An IDP is an internationally recognised document. It's issued to people aged 18 and over (or 17 and over in the case of a 1968 IDP), who hold a full British or Northern Ireland driving licence.

The IDP supports a GB or NI driving licence in countries where photographic proof of ID is needed, or where the licence does not conform to the country's standards.

There are 3 types of IDP issued in Great Britain:

- 1926 version
- 1949 version
- 1968 version

### 1.1 Who can and can't apply for an IDP

Anyone who holds the following types of driving licence **can apply** for an IDP:

- Photocard full UK driving licence.
- Paper full UK driving licence.

Anyone who holds the following types of driving licence **cannot apply** for an IDP:

- Provisional driving licence
- Licences issued by a foreign country
- Diplomatic driving licence
- Channel Islands (Jersey/Guernsey)
- Isle of Man

**Please note:** IDPs issued in the UK are not valid for use in the UK or the Channel Islands.

## 2. How long IDPs are valid for

The 1926 and 1949 permits are valid for 1 year from the issue date entered on the front of the permit.

The 1968 permit is valid for 3 years from the issue date, or until the holder's driving licence expires, whichever is earlier. You can see if a photo card licence is valid by looking at section 4b on the front. For paper licences, look for the 'valid until' date.

The permit 'date of the commencement' - when the customer can legally use it - can be up to 3 months in the future from the date of the application. Permits must never be backdated.

## 3. International requirements

The IDP requirements vary from country to country, and it's the applicant's responsibility to decide which permit they need. Even if they request a permit for a country that's not on the countries list, you can still issue this as it may be required for their journey.

If they intend to drive in more than one country, they may need more than one type of IDP.

If the country the applicant is visiting is not listed on GOV.UK, they'll need to check with the embassy of that country. If they already have an IDP, they must ensure it's still valid in the country they're visiting

To see which permit is required for each country, refer to the **Country List Retailer Guide**. It's also worth noting that UK licence holders do not need an IDP to drive in Ireland.

## 4. How people can pay

An IDP costs £5.50. Customers can pay in cash or by debit or credit card.

# Counter procedure

## 5. What the customer must provide

### To accept the application, you'll need to see:

- An original full GB or NI driving licence. If they have lost their licence, they must get a replacement one before applying for an IDP.  
*\* Please refer to the "Examples of all types of Full Driving Licence both Photocard and Paper" in Annex B to be able to identify a valid full driving licence and expiry date.*
- An unused, unsigned passport size photo. One photo is needed for each IDP.
- An original valid passport for holders of paper licences (all foreign passports are accepted). This is essential in the case of paper licence holders and an IDP can't be issued without this additional ID.

### Please note: applications can be made on a person's behalf

You must check that the person on the photo to be attached to the IDP is a true likeness to the photo on the photocard driving licence. If an applicant has a paper driving licence, an original valid passport must be provided as further ID and the photo to be attached to the IDP must be a true likeness to that on the passport.



### The photo must be:

- ✓ recent, a true likeness of the applicant and of the full head
- ✓ in colour, against a light background
- ✓ clear, in sharp focus, free from 'red eye' and with no shadows
- ✓ free from any reflection or glare from glasses
- ✓ in good condition, not damaged, creased, torn, or marked

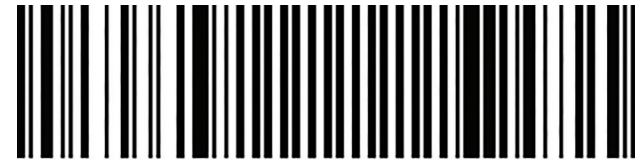


### The customer must:

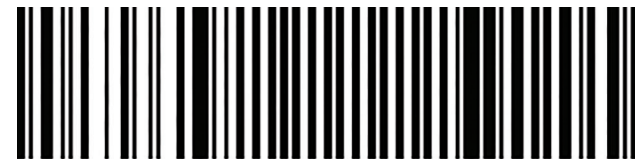
- ✓ face forward and look straight into the camera with their eyes open and nothing covering their face
- ✓ look natural with no facial expressions, for example, grinning or frowning
- ✓ have nothing covering their eyes, for example, hair or glasses frame
- ✓ not wear sunglasses or tinted glasses
- ✓ not wear a hat or cover their head unless for medical or religious reasons – head coverings for religious reasons can be accepted if they do not cover the face

### 6. Processing the transaction on your PayPoint device:

Scan one of the barcodes below which correspond to the different types of permit. The barcodes are also included in your **Quick User Guide**:



1926



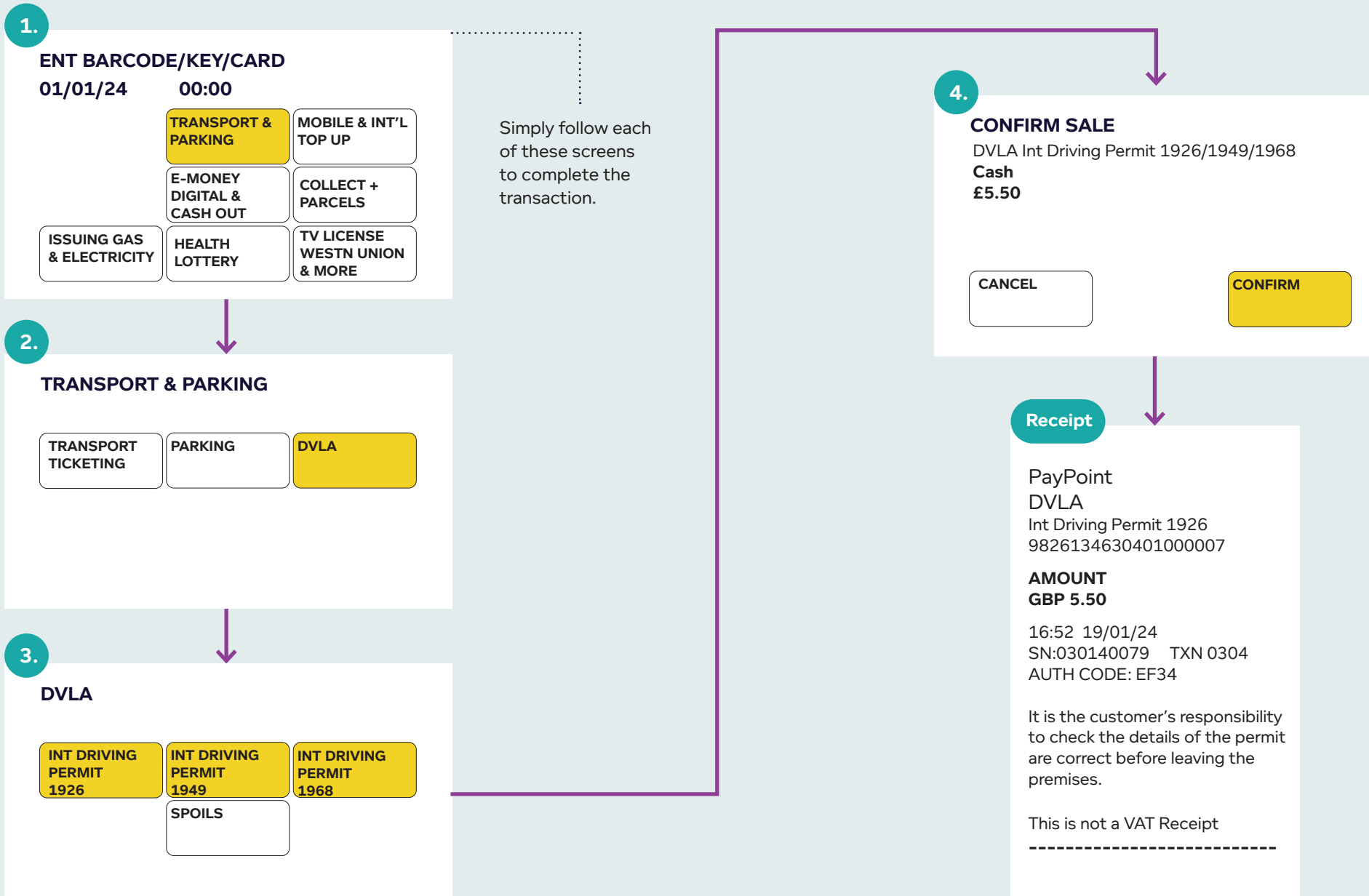
1949



1968

Alternatively

You can access the DVLA permits screen from the main menu on your PayPoint Terminal.



## 6.1 Spoils

### If you spoil a permit and it's not usable:

Please complete a spoils transaction on your PayPoint terminal to ensure your stock is accounted for correctly.

To ensure customer data is kept confidential, strike through any customer details with a pen so they're unreadable.

Please shred or cut up the permit to remove any chance of private data being readable.

1.

#### ENT BARCODE/KEY/CARD

01/01/24 00:00

ISSUING GAS & ELECTRICITY	TRANSPORT & PARKING	MOBILE & INT'L TOP UP
HEALTH LOTTERY	E-MONEY DIGITAL & CASH OUT	COLLECT + PARCELS
	TV LICENSE WESTN UNION & MORE	

Simply follow each of these screens to complete the transaction.

2.

#### TRANSPORT & PARKING

TRANSPORT TICKETING	PARKING	DVLA
---------------------	---------	------

3.

#### DVLA

INT DRIVING PERMIT 1926	INT DRIVING PERMIT 1949	INT DRIVING PERMIT 1968
SPOILS		

4.

#### SPOILS

SPOIL INT DRIVING PERMIT 1926	SPOIL INT DRIVING PERMIT 1949	SPOIL INT DRIVING PERMIT 1968
-------------------------------	-------------------------------	-------------------------------

5.

#### CONFIRM SALE

This transaction is not reversible  
DVLA  
SPOIL IDP 1926/1949/1968  
Cash  
£0.00

CANCEL

CONFIRM

## 6.2 Reversal Transaction Flow

If you have reversed the sale of an International Driving Permit this means that a permit has not been used from your stock.

1.

ENTER TRANSACTION NUMBER

0	1	2	3
4	5	6	7
8	9		

2.

ENTER AUTH CODE

A	B	C	D	E	F	←
↩						

3.

ENTER AMOUNT  
REV  
CLIENT NAME

**REV 5:50e**

## Receipt

PayPoint  
DVLA  
Int Driving Permit 1926  
9826134630401000007

**AMOUNT**  
**GBP 5.50**

16:52 19/01/24  
SN:030140079 TXN 0483  
AUTH CODE: 00D1

You have reversed the sale of an International Driving Permit. This means that a permit has not been used from your stock.

If you have used a permit that is now spoilt please also complete a spoilt permit transaction to ensure your stock levels remain accurate.

This is not a VAT Receipt  
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If you have used a permit that is now spoilt please also complete a spoilt permit transaction to ensure your stock levels remain accurate.

## 6.3 How to validate customer ID

Visually check the authenticity of the customer's UK driving licence and passport. All documents must be originals and NOT photocopies or laminates.

Check that driving licences are valid (see section 4b on the front of their licence) and that the photo is a true likeness to the photo supplied as part of their IDP application.

If necessary, check that the passport is valid and the photo is a true likeness to the photo supplied for the IDP. A passport is only required as further ID if the applicant does not hold a photocard driving licence, and all foreign passports are accepted.

**Please note:** If you're suspicious of the authenticity of the customer's documents, you must refuse the transaction.

## 6.4 Issuing the permit

Before issuing the IDP, check with the applicant that they can legally drive in the country they're visiting - this is **always their responsibility to find out**. They must be aged 18 or over to apply for a **1926** and **1949** permit. For a **1968** permit they must be aged 17 or over.

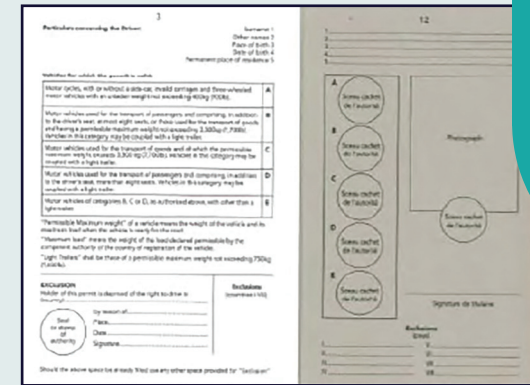
1. Identify which type of IDP is needed and confirm this with the customer. Use the **Country List Retailer Guide** for help with this.
2. For all 3 types of permit, write or stamp the issue date next to 'Date'. The 1968 permit has a 'Valid until' section which is to be either 3 years from the issue date or the date of the applicant's driving licence expires (section 4b of the driving licence), whichever is earlier.

*\*You must never backdate an IDP, but you can post-date it up to a maximum of 3 months from the date of application.*

3. Write the applicant's driver number in the box at the bottom of the front cover of the permit.



4. Turn to the front page (written in English) then open out the back flap of the permit.



**Be sure to complete all the relevant sections**

5. Enter the following details onto the back cover:

### The applicant's:

- surname or family name
- other names
- place of birth
- date of birth (the month must be written in full)
- full address

**Important:** The details must match exactly those on the applicant's driving licence. For example, if the place of birth is not listed on the driving licence, it must not be entered on the IDP. Always enter the date of birth using letters and numbers, so 19.03.68 must be written as 19 March 1968.

The name and address on the IDP must be the same as on the front of the driving licence - even if the applicant has completed the change of address section on the back of the licence.

6. Glue the photo into its space.
7. Stamp across the bottom of the photograph with the Department for Transport (DfT) official ink stamp provided, so the stamp partly covers both the photo and the page.

**Please note:** On the 1926 permit, the photograph space is on page 3. Ensure that the photo is placed near the space for the stamp, and the stamp is partly on the photo and partly on the page. The names, place of birth, date of birth and address also need to be entered on page 3 of the 1926 permit, as well as on the back cover.

## 6.5 Categories of vehicle for which the permit is valid

For the 1926 and 1949 permits, spaces A to E on the right hand back cover must be stamped as appropriate with the DfT official ink stamp. This shows the categories of vehicle that the applicant is entitled to drive.

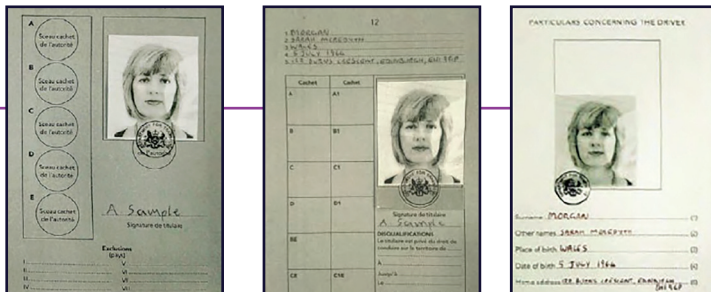
Please refer to the 'Category Conversion Table' in Annex A to see which categories in the permit need to be stamped.

The 1968 permit shows the EU categories A to D1E, which need to be stamped as appropriate. It also has a section for 'Restrictive Conditions of Use' to note restrictions such as the need to wear glasses. You're not required to fill in this box, but you must remind applicants to check GOV.UK for the list of restrictions so they're aware of them.

Again, refer to the 'Category Conversion Table' in Annex A to see which categories on the permit need to be stamped. The permit must not be stamped for any categories where the applicant only has provisional entitlement.

### You must:

- verbally confirm the details with the customer to ensure they are correct
- make sure the customer signs the IDP in the relevant space (for the 1926 permit, this is on page 4 next to 'Signature', and for the 1949 and 1968 permits, this is on page 12 next to 'Signature de titulaire')  
- please note, it is not necessary to add any 'exclusions'
- accept payment from the customer
- hand the customer back their driving licence, ID and completed IDP – remind the customer to check the details on the permit to ensure they are correct before leaving the counter



## 7. Storage

It's important that you and your counter staff store permits securely at all times.

## 8. Ordering supplies of permits and Point of Sale materials

You can order more permits and promotional materials by completing an order form on [my.paypoint.com](https://my.paypoint.com), by emailing [contactus@paypoint.com](mailto:contactus@paypoint.com) or calling **0330 400 0000**

## 9. Stock returns

If any stock needs to be returned, please email [contactus@paypoint.com](mailto:contactus@paypoint.com) or call **0330 400 0000**

## 10. Complaints

If a customer wishes to complain or seek a refund, they should email [contactus@paypoint.com](mailto:contactus@paypoint.com) or call **0330 400 0000**

### Checklist

- Are driving documents valid and in date?
- Have the appropriate categories been stamped using the official ink stamp?
- Have you checked that the photo on the photocard licence (and passport if required) is a true likeness of the IDP photo supplied by the customer?
- Have you stamped across the bottom of the photograph with the DfT official ink stamp provided, so the impression is partly on the photo and partly on the page?
- Have you verbally confirmed with the customer that the details on the IDP are correct before they leave the counter?

# Annex A

Category on driving licence presented	1926*	1949	1968
AM	C	A	A1
A1	C	A	A1
A2	C	A	A, A1
A	C	A	A, A1
B1	A	B	B1
B	A	B	B
BE	A	B, E	BE
C1	B	C	C1
C1E	B	C, E	C1E, BE
C	B	C	C
CE	B	C, E	CE
D1	B	D	D1
D1E	B	D, E	D1E
D	B	D	D
DE	B	D, E	DE
p (before 19.01.13)	C	A	A1
q, f, g, h, k	These codes are not applicable to International Driving Permits as they are not internationally recognised categories		

Groups on licence Applicable only to paper licences issued before June 1990	1926*	1949	1968
A	A, B	B, C, D, E	A1, B, B1, C1, D1, D1E, C1E, BE
B	A, B	B, C, D, E	A1, B, B1, C1, D1, D1E, C1E, BE
C	A	B	B1
D	C	A	A, A1
E	C	A	A1

\*If code 122 is present on licence, do not stamp C on 1926 permit





# Annex B

D35

(Est 1976 Rev.)

**Driving Licence** (D35)

Driver Number: XXXXX XXXXX

Valid from: 09 02 1985

Expires on: 15 07 2013

**Expiry** (highlighted in red)

Subject to reaching the minimum ages specified overleaf, this licence has the effect of a Provisional Licence to drive.

Endorsement	Category	Group	Class	Issue Date	Expiry Date

D50

(1982 Rev.)

**Driving Licence** (D50)

Driver Number: XXXXX XXXXX

Valid from: 09 02 1985

Expires on: 15 07 2013

**Expiry** (highlighted in red)

Subject to reaching the minimum ages specified overleaf, this licence has the effect of a Provisional Licence to drive.

Endorsement	Category	Group	Class	Issue Date	Expiry Date

**Donor Card**  
OPTION SLIP

D53

(1983 Rev.)

**Trwydded Yrru** (D53)

Driver Number: XXXXX XXXXX

Valid from: 09 02 1985

Expires on: 15 07 2013

**Expiry** (highlighted in red)

Subject to reaching the minimum ages specified overleaf, this licence has the effect of a Provisional Licence to drive.

**CERBYDAU MODUR GRŵP A, E**  
**MOTOR VEHICLES OF GROUPS A, E**

**CERBYDAU MODUR PŵB GRŵP ARALL**  
**MOTOR VEHICLES OF ALL OTHER GROUPS**

D37

(1981 Rev.)

**Driving Licence** (D37)

Driver Number: XXXXX XXXXX

Valid from: 09 02 1985

Expires on: 15 07 2013

**Expiry** (highlighted in red)

Subject to reaching the minimum ages specified overleaf, this licence has the effect of a Provisional Licence to drive.

Endorsement	Category	Group	Class	Issue Date	Expiry Date

# Annex B

D57

(1997 Rev.)

The image shows a 1997 Rev. driver's license form. A red box highlights the 'Valid from' and 'Valid to' dates. An arrow points from the word 'Expiry' to the 'Valid to' date field.

Valid from	Valid to
07 07 1981	25 07 2022

D57

(1997 Rev.)

The image shows a 1997 Rev. driver's license form. A red circle highlights the 'Valid to' date, and an arrow points from the word 'Expiry' to it.

Valid to
25 07 2022

D58

(1991 Rev.)

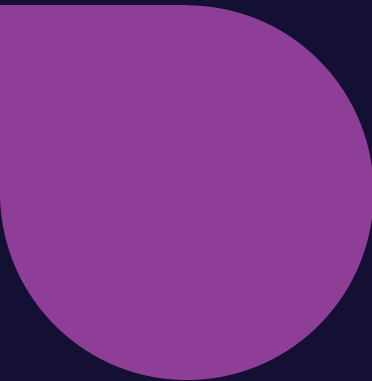
The image shows a 1991 Rev. driver's license form. A red circle highlights the 'Valid to' date, and an arrow points from the word 'Expiry' to it.

Valid to
06 27 157





Driver & Vehicle  
Licensing  
Agency



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