

Customer Guide – Linking Licences

From the [DVA Online homepage](#) all customers will have the ability to apply for and manage a range of licence types – Taxi Operator, Taxi Vehicle, Bus Operator, Bus Vehicle and their Taxi Driver licence.

To manage your licences, you will need to complete a “Linking” process, which allows you to attach your licences to your DVA Online account (detailed below). You will need to login to your nidirect account using the login details already created.

The screenshot shows the DVA Licensing Portal website. At the top, there is a blue navigation bar with the 'nidirect' logo on the left and 'Home' and 'Log in' links on the right. The 'Log in' link is highlighted with a red rectangular box. Below the navigation bar, the text 'DVA Online' is displayed. A 'BETA' badge is present with the text 'This is a new service – your feedback will help us to improve it'. The main heading is 'DVA Licensing Portal'. Below this, a paragraph states: 'From this page you can manage your existing licences and apply for, or renew a licence.' This is followed by the instruction: 'Select from the choices below to manage your licences.' There are four main categories of licences, each in a light blue box: 'Driver Licences' (with sub-options: Apply for a first provisional licence, Apply for a renewal of a car or motorbike or tractor licence, Apply for a renewal of lorry or bus licence, Change your address, Replace your driving licence), 'Taxi Driver Licences' (with sub-option: Apply for a taxi driver licence), 'Vehicle Licences' (with sub-options: Apply for a bus vehicle licence, Apply for a taxi vehicle licence, Transfer of ownership), and 'Operator Licences' (with sub-options: Apply for a bus operator licence, Apply for a taxi operator licence). At the bottom, there are two sections: 'Current licences' (with text: 'Here you can view and complete certain transactions on your licences.' and a green button 'My licences >') and 'Messages' (with text: 'Sometimes DVA will send you messages. You can check all messages here.' and a green button 'Check my messages >').

Do you have an nidirect account?

i This is the nidirect account management service.

Your nidirect account will allow you to access online government services in Northern Ireland.

For more information visit [nidirect](#)

Email address

Password

 [Sign in](#)[Create account](#)

[I've forgotten my password](#)

[Manage my account details](#)

Multi-factor authentication

Check your email

To improve the security, we have introduced a two step security verification via email. You will shortly receive a security code within an email message. Please enter the security code in the box below to continue.

Security code

[Submit](#)[Cancel](#)[Resend security code](#)

[Did not receive an email message?](#)

Once the login has been completed, the DVA Online home page will be displayed. (See below)

In order to link your licence(s), from here you will need to select the “Licences” drop down option.

nirect Home Messages 3 Requests Licences ▲ Anne ▲

DVA Online

BETA This is a new service – your feedback will help us to improve it

DVA Licensing Portal

From this page you can manage your existing licences and apply for, or renew a licence.

Select from the choices below to manage your licences.

Driver Licences

- Apply for a first provisional licence
- Apply for a renewal of a car or motorbike or tractor licence
- Apply for a renewal of lorry or bus licence
- Change your address
- Replace your driving licence

Taxi Driver Licences

- Renew your taxi driver licence
- Apply for a taxi driver licence

Vehicle Licences

- Renew my bus vehicle licence
- Apply for a bus vehicle licence
- Renew my taxi vehicle licence
- Apply for a taxi vehicle licence
- Transfer of ownership

Operator Licences

- Renew my bus operator licence
- Apply for a bus operator licence
- Renew my taxi operator licence
- Apply for a taxi operator licence

Current licences

Here you can view and complete certain transactions on your licences.

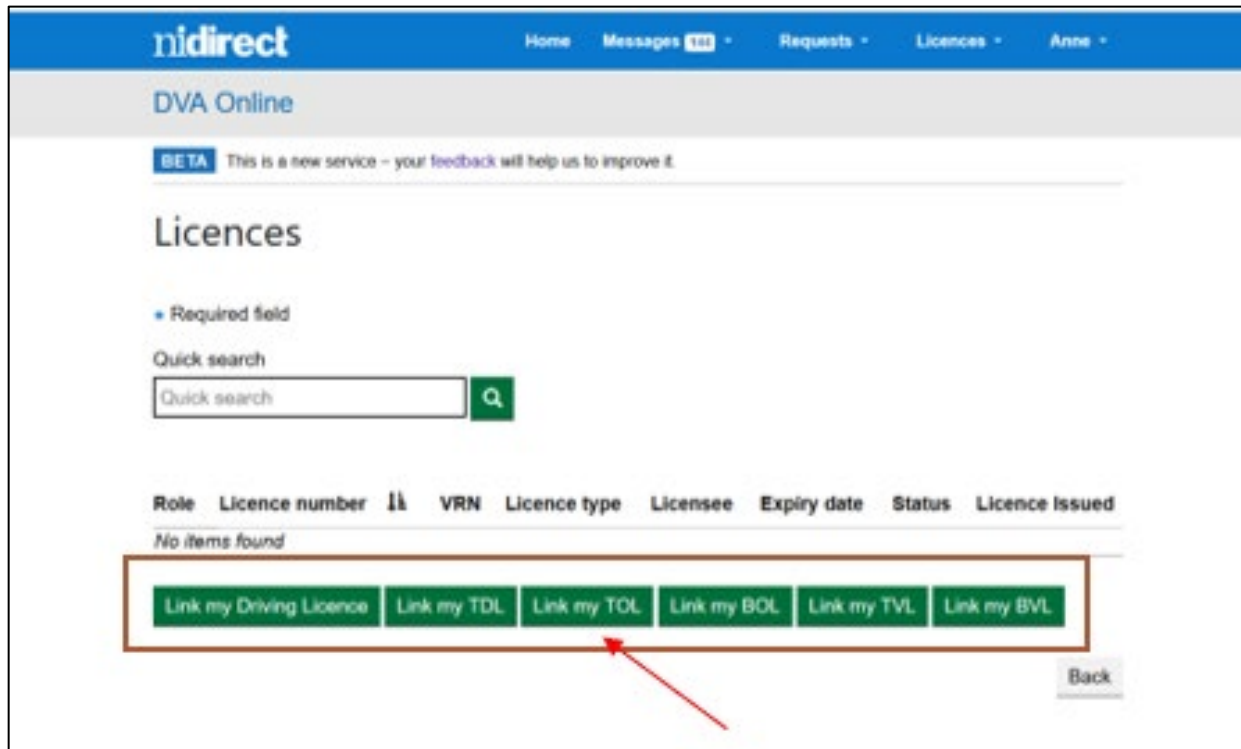
[My licences >](#)

Messages

Sometimes DVA will send you messages. You can check all messages here.

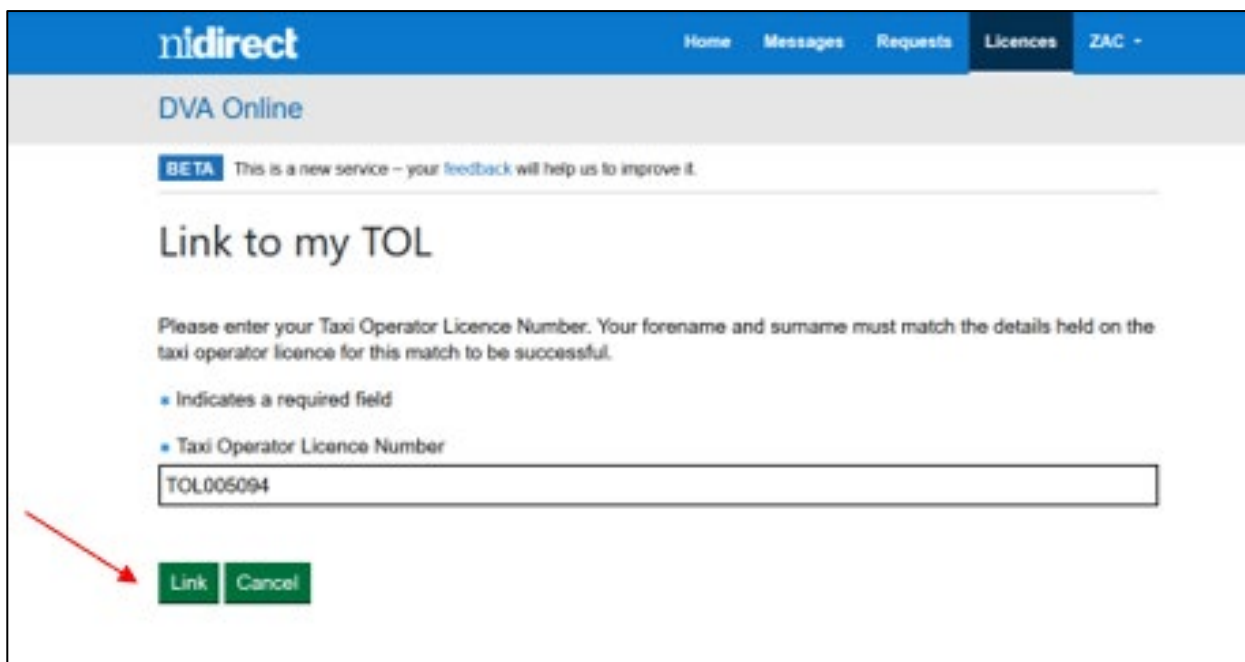
[Check my messages >](#)

From the Licences page you will have the ability to link the appropriate licence.



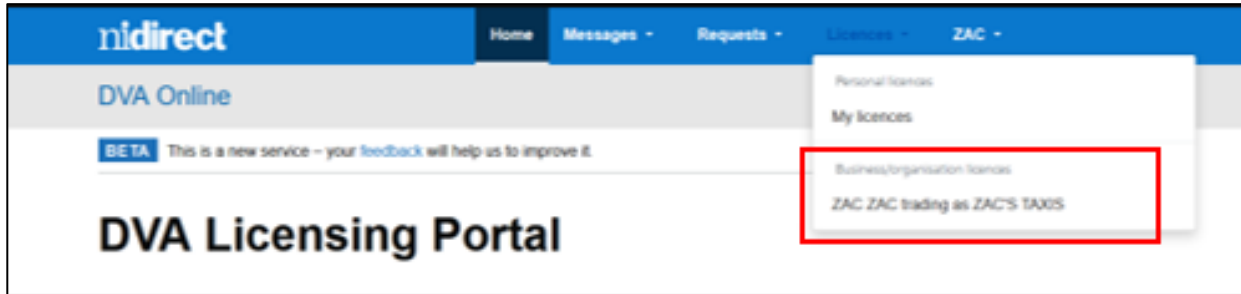
You can link multiple licence types. However by linking, for example a TOL, all valid vehicles for this operator licence will be automatically linked.

Depending on the selection made you will be asked to enter details to allow the process to be completed. For example, if you select "Link my TOL" then you will be asked to input your Taxi Operator Licence number, as displayed below.



Once licence number is entered click the “Link” button. A system check will then be completed to ensure that the details match and if so, the licence will be linked to your account.

When successful the linked licence (in the organisations name), will be included within the “Licences” menu option.



When the “Link Licence” process has been completed, the licence tab will display all linked licences in a table.

