

Customer Guide – Manage 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. 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. Below the navigation bar is a grey header with 'DVA Online' text. A blue 'BETA' badge is followed by 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.' Another paragraph says: 'Select from the choices below to manage your licences.' There are four main content boxes: 'Driver Licences' (with links for provisional, car/motorbike/tractor, lorry/bus, address, and replacement), 'Taxi Driver Licences' (with a link for taxi driver licence), 'Vehicle Licences' (with links for bus vehicle, taxi vehicle, and ownership transfer), and 'Operator Licences' (with links for bus operator and taxi operator). At the bottom, there are two sections: 'Current licences' with a 'My licences >' button, and 'Messages' with a 'Check my messages >' button.

nidirect Contact us

nidirect account

Do you have an nidirect account?

! 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

[I've forgotten my password](#)
[Manage my account details](#)

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nidirect account

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

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

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

Applying for a licence

The DVA Online home page will allow you to apply for all licence types, by selecting the related link (e.g. – Apply for a taxi operator licence) and to Renew an existing licence you **must select the renewal option** for that licence type (eg – Renew my Taxi Vehicle Licence).

The screenshot shows the DVA Online Licensing Portal homepage. At the top is a blue navigation bar with the 'nidirect' logo and links for 'Home', 'Messages 035', 'Requests', 'Licences', and 'Lily'. Below the navigation bar is a grey header with 'DVA Online' and a 'BETA' badge 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 is a paragraph: '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 content boxes: 'Driver Licences', 'Taxi Driver Licences', 'Vehicle Licences', and 'Operator Licences'. Each box contains a list of actions. In the 'Vehicle Licences' box, 'Renew my taxi vehicle licence' is highlighted with a red box. In the 'Operator Licences' box, 'Apply for a taxi operator licence' is highlighted with a red box. At the bottom, there are two sections: 'Current licences' with a 'My licences >' button and 'Messages' with a 'Check my messages >' button.

nidirect Home Messages 035 Requests Licences Lily

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 >](#)

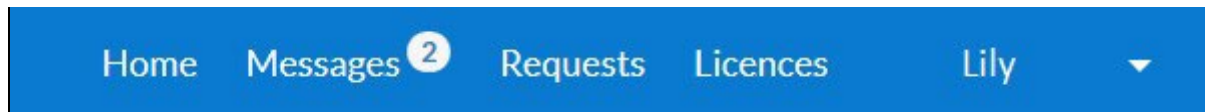
Messages

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

[Check my messages >](#)

The system will then lead you through the application process.

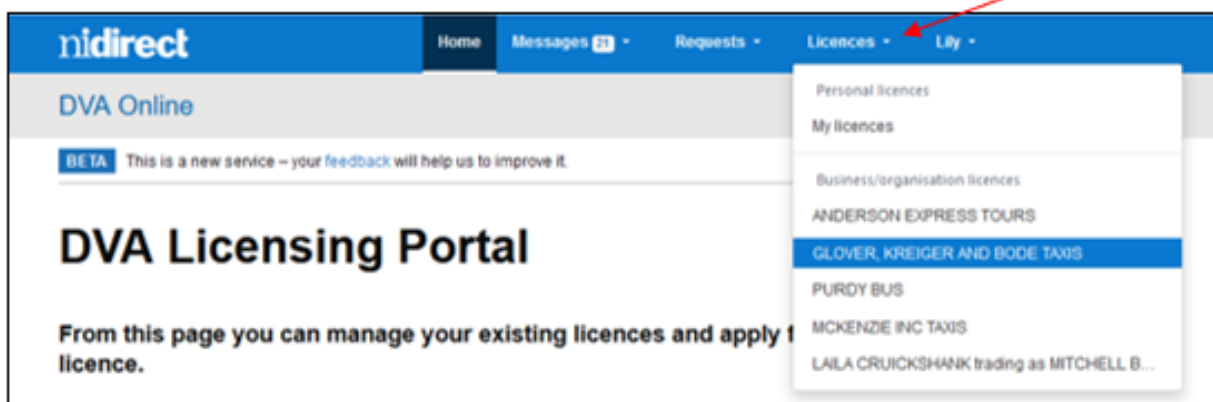
For anyone who holds an existing licence which has been linked, there are a number of drop down menu options available on the blue nidirect banner.



From these options you will be able to track all Messages to and from DVA, view or manage your applications from Requests, view or manage your Licence(s) and view or manage your personal preferences from your user login menu.

Renewing or Managing a licence

In order to view, renew or manage licences, you should click on the drop down option on the blue nidirect banner and click “My Licences” or “Business/organisation licences”.



This will allow you to see a full list of all linked licences.

nidirect Home Messages Requests Licences GLOVER, KREIGER AND BODE TAXIS


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Licences

* Indicates a required field

Quick search

Role	Licence number ↓	VRN	Licence type	Licensee	Expiry date	Status	
Licence holder	TOL004752		Taxi Operator Licence	GLOVER, KREIGER AND BODE TAXIS	13 March 2021	Current	View

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Selecting the “View” button will display a view of the licence details along with all the various options available for each type of licence, these are shown as green tabs at the top and bottom of the page. Click on the relevant tab to view or carry out any changes on this licence.

The “Renewal” option will not be available until the licence is due to expire – an electronic notification will be sent to your email or phone asking you to log in to your DVA Online account where a reminder will be in your “Messages”.

A view of the online taxi operator licence page that allows you to manage the drivers, vehicles and operating centres on the licence, as well as printing an updated licence after changes, or to surrender a licence.

DVA Online

BETA This is a new service – your [feedback](#) will help us to improve it.

Taxi Operator Licence

[Renew licence](#)
[View and print licence](#)
[Manage my drivers & vehicles](#)
[Manage my business](#)
[Surrender licence](#)
[View history](#)
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Licence number TOL004752

Start date 14 March 2018

End date 13 March 2021

Revocation end date

Suspension end date

Business address 177 ORIN PLAZA, WIRRAL, NORTHERN IRELAND, BT48 6EB

Licensee GLOVER, KREIGER AND BODE TAXIS

Total drivers 112

Total vehicles 110

Vehicle limit 178

Curtailed vehicle limit

Drivers

Driver name	TDL number	TDL expiry	School runs only
AAA EEEEEEEEE	TDL039314	20 February 2024	No
AAAA EEEE	TDL014265	19 October 2021	No
AAAA EEEEE	TDL038177	2 November 2024	No

Vehicles

Vehicle registration	Make & model	Taxi Vehicle Licence number	Taxi Vehicle Licence expiry
AF60YXO	Skoda Superb	A002763	28 March 2020
AFZ6996	Renault Trafic	B001204	31 May 2020
AJ03SZY	Vauxhall Vivaro	B001236	3 July 2020
AK58WSL	Volkswagen Passat	A007424	8 December 2020
AX15XLC	Ford Mondeo	A002625	25 February 2020
AXZ1530	M3 Audi A4	A005324	25 July 2020
BT05LFB	Citroen Xsara Picasso	A004646	16 June 2020
C806JOE	Mercedes E-Class	A006770	11 October 2020

Operating Centres

Address	Trading name at operating centre
1 ANOTHER STREET, DOWN, TOWN, BT11 2EY	
1 ANOTHER STREET, DOWN, TOWN, BT11 2EY	

[Renew licence](#)[View and print licence](#)[Manage my drivers & vehicles](#)[Manage my business](#)[Surrender licence](#)[View history](#)[Back](#)