

## Correct ID

Drivers will be able to attend the Periodic Training course without the correct ID.

But you must **not** upload hours to MDRS until they have shown you their correct ID so that you can establish whether they have the correct entitlement to attend the course.

A copy of their correct ID will also need to be sent to [masterdrivercpc@rtitb.com](mailto:masterdrivercpc@rtitb.com) along with a signed copy of the attached declaration, so we can be confident you have confirmed ID and eligibility. We can then advise you of the next steps to get their hours uploaded.

Please bear in mind that if the driver doesn't bring you the correct ID before the DVSA's 5 working day upload timeframe, we will have to request permission from the DVSA to upload the course late. There is no guarantee they will accept our request.

You will need to record on the attendance form that the driver didn't bring the correct ID and what other form of photo ID you saw.

If they do not have another form of photo ID, we would suggest you take a photo of them so that when they bring you their ID you can check that the person who attended the course was them.

Remember, a driver needs to show photo ID and evidence of their driving licence number. If a photo card driving licence, digital tachograph card or DQC card is not presented, they will need to show a valid passport alongside evidence of their driving licence number (e.g. paper counterpart or old style licence).