

Train Driving Licences: Procedure to apply to renew an existing licence

Summary

This is a guide for operators on how to use the TDL Portal for the purpose of uploading an application to **renew** an existing licence. (There is separate guidance available for making a new licence application).

Further information about train driving licences is available on our [website](#)

Operator Access to the TDL Portal

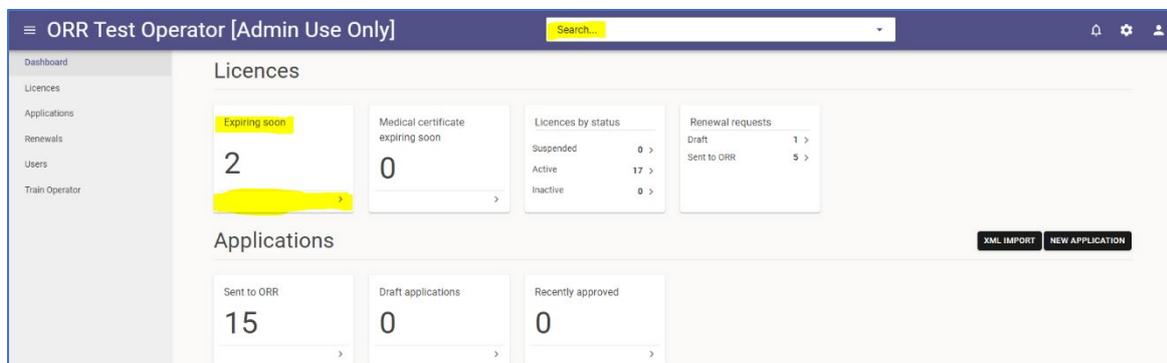
Use browser link tdl.orr.gov.uk [Dashboard \(orr.gov.uk\)](http://Dashboard(orr.gov.uk)) to access the TDL portal dashboard. You need to have permission from us before you can access the portal.

For any queries regarding access to the TDL portal, please contact TDL.Applications@orr.gov.uk

Application Procedure

Step 1: Locating the driving licence for renewal

To see a list of driving licences that will be expiring soon for your operator, please click into the 'Expiring soon' tab from the main dashboard page, as highlighted in the example image below:

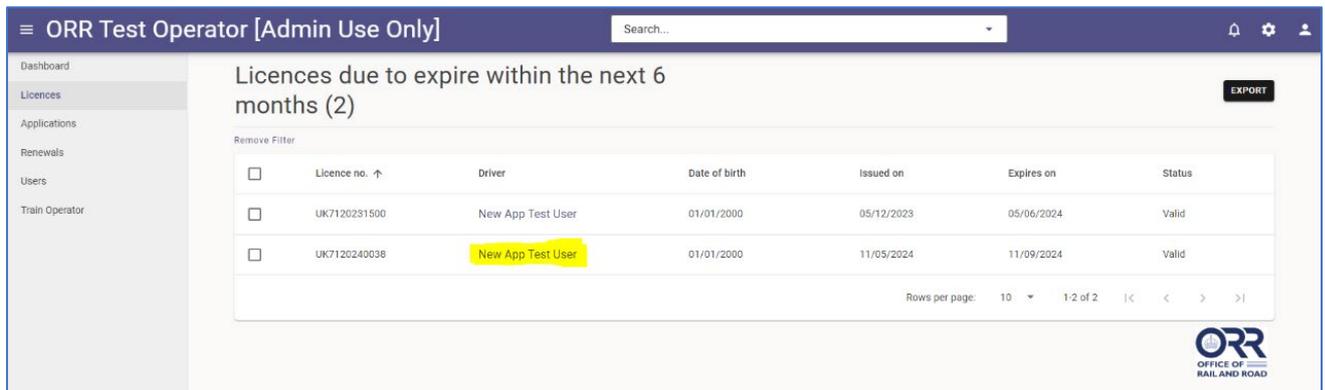


The 'Expiring soon' tab shows licences that are due to expire within the next 6 months.

Alternatively, to find a specific licence please use the 'Search' bar at the top of the page, and type in the driver's name to be redirected to their licence.

Click on the name of the driver that you would like to renew the licence for, as illustrated in the following example image:

Train Driving Licences: Procedure to apply to renew an existing licence



ORR Test Operator [Admin Use Only] Search...

Dashboard Licences Applications Renewals Users Train Operator

Licences due to expire within the next 6 months (2) **EXPORT**

Remove Filter

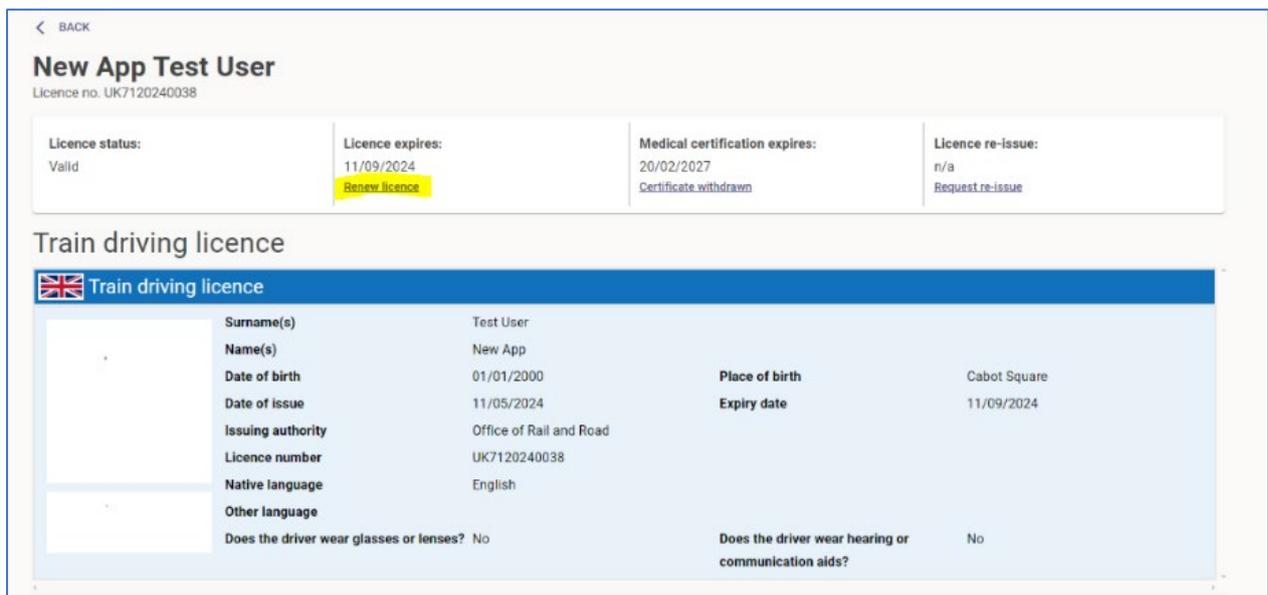
<input type="checkbox"/>	Licence no. ↑	Driver	Date of birth	Issued on	Expires on	Status
<input type="checkbox"/>	UK7120231500	New App Test User	01/01/2000	05/12/2023	05/06/2024	Valid
<input type="checkbox"/>	UK7120240038	New App Test User	01/01/2000	11/05/2024	11/09/2024	Valid

Rows per page: 10 1-2 of 2 |< < > >|



Step 2: Making a Licence renewal application

After clicking on the driver's name, you will then see an overview of the driver's licence details. To start a renewal application, click the 'Renew Licence' button (highlighted) and press 'Proceed' to bring up the licence renewals form:



< BACK

New App Test User

Licence no. UK7120240038

Licence status: Valid	Licence expires: 11/09/2024 Renew licence	Medical certification expires: 20/02/2027 Certificate withdrawn	Licence re-issue: n/a Request re-issue
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Train driving licence

 Train driving licence

Surname(s)	Test User	Place of birth	Cabot Square
Name(s)	New App	Expiry date	11/09/2024
Date of birth	01/01/2000		
Date of issue	11/05/2024		
Issuing authority	Office of Rail and Road		
Licence number	UK7120240038		
Native language	English		
Other language			
Does the driver wear glasses or lenses?	No	Does the driver wear hearing or communication aids?	No

The renewal application form will now appear, as in the following example image:

Train Driving Licences: Procedure to apply to renew an existing licence



Licence Details

UK train driving licence number*

Applicant personal details

Surname(s)*

Forename(s)*
Date of birth*
Place of birth*
Nationality*
Native Language*
Other Language

You must check that pre-populated licence information is correct for the driver. Greyed out fields represent mandatory information that can only be changed by our TDL Team. However, if any of this information is incorrect (i.e. Date of Birth, Place of Birth, Name) please contact the ORR TDL Team by email (TDL.Applications@orr.gov.uk) who will be able to make any necessary amendments.

You will then need to select a new photograph and signature for the driver. This must be a recent photograph and in .jpg format. Click 'Choose File'. Once uploaded, you will see the file you have attached, as in the example in the image below:

Photograph (headshot)*

No file chosen

Image must be a JPG and below 2MB in size, save as draft to upload image.

Signature*

No file chosen

Image must be a JPG and below 2MB in size, save as draft to upload image.

Note: There are specific requirements for photographs and signatures. If you do not meet these, we cannot process the application and the licence may be delayed. A full

Train Driving Licences: Procedure to apply to renew an existing licence

list of the requirements is shown on the TDL Portal. In particular, please make sure that:

- Photographs of drivers and signatures should be approximately 220 x 280 pixels in size.
- Signatures have been scanned against a plain white background and should be cropped around the text.

The Portal will also remind you of these requirements, as shown in the following image:

Digital photograph standard required for TDLCR

The photograph should be in the form of a JPG, which enables good definition for small-scale photographs.

The following guidelines should be adhered to:

- The photograph must be of a full face with the eyes open
- The photograph must show the full head of the train driver from the top of their hair to their shoulders
- The photograph must be taken against a plain white or off-white background
- Photograph to avoid having shadows on the face or background
- The photograph must show the train driver with a natural expression (e.g. closed mouth)
- The train driver's face in the photograph should not include sunglasses, sunglasses with coloured lenses or glasses with a thick frame
- If the train driver normally wears glasses these should be worn in the photograph, no sunlight should be reflected in the glasses
- The train driver should not wear head wear, unless required for religious or medical purposes
- The contrast and lighting in the photograph should be normal.

Check that the driver's address is correct. If their address has changed, type the driver's new postcode, click 'Find Address' and then click 'Select an address' and select the relevant address. This field will only need to be modified in any way if the driver's address has changed:

Address*

Postcode
E14 4QZ FIND ADDRESS 🔍

Select an address ← Select address from drop down list

House Name/Number
25

Street
Cabot Square C/O Dynamic Project Advisory Ltd

Town/city
London

Next, check that the correct operator location has been selected from the drop-down list, as shown below:

Train Driving Licences: Procedure to apply to renew an existing licence



Train operator details

Company*
ORR Test Operator [Admin Use Only]

Train Operator Location*

ORR Test Operator [Admin Use Only], Test, 25, Cabot Square, London, E14 4QZ

The next field asks you to select whether or not the driver has passed a periodic medical examination. (Please note that this currently defaults to 'No'):

Medical examination passed*

Has the driver passed a medical examination carried out by a doctor who appears on the ORR recognised doctor register and within the required periods set out in TDLCR 2010? Drivers under 55 must pass a TDLCR medical every 3 years and once the driver reaches 55 they are required to pass a TDLCR medical annually:

No Yes

If a medical examination has been undertaken, please click the drop-down list of 'Medical Providers' to select the correct recognised doctor. Then use the calendar icon on the right of the 'Medical passed date' field to select the correct date.

If there has been a change identified to the driver's need for glasses/lenses or hearing/communication aids, then please select the appropriate 'Yes/No' fields as shown in the example image below. (note: These two fields will default to the information provided on the driver's most recent medical examination):

Train Driving Licences: Procedure to apply to renew an existing licence



Medical provider*
ORRDOC-TEST Medical Provider [Admin Use Only] 
Medical passed date*
21/02/2024 
Psychologist name*
ORR Psychologist [Admin use only] 
Psychologist test passed date*
06/02/2024 
Does the driver wear glasses or lenses?*
<input checked="" type="radio"/> No <input type="radio"/> Yes
Does the driver wear hearing or communication aids?*
<input checked="" type="radio"/> No <input type="radio"/> Yes
Training provider*
ORR Training Provider [Admin Use Only] 
Training passed date*
06/02/2024 

The psychologist's name, psychologist test passed date, training provider, and training passed date will all be pre-populated based on the driver's existing record, so these cannot be edited. However, please contact us at TDL.Renewals@orr.gov.uk if any of these existing fields show incorrect information.

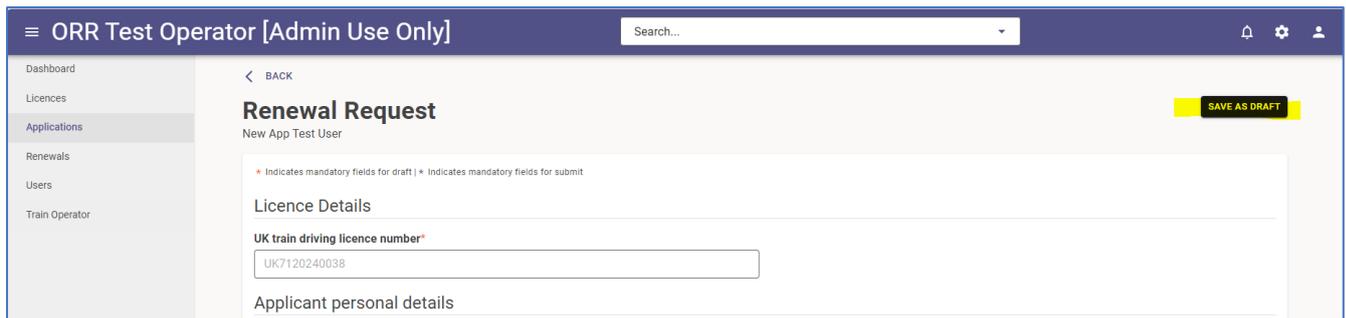
Finally for this step, you should read through the four declarations at the bottom of the form, check that the driver meets these criteria, and select the declarations:

Declarations
<small>If you are unable to confirm any of the below please contact ORR team through the Notes area of the driver's licence prior to submission.</small>
<input checked="" type="checkbox"/> The train operator confirms that there are no current issues with the driver's ongoing psychological fitness to continue to drive trains on the mainline. '
<input checked="" type="checkbox"/> The train operator confirms that this driver has completed general competence training and passed the relevant examination carried out by the trainers and examiners who appear on the ORR register at their first licence application. The operator confirms that there are no current issues around this driver's ongoing competence to drive trains on the mainline.'
<input checked="" type="checkbox"/> I declare that all the information provided on this application form and any additional information is true. I confirm that I have the driver's authority to submit this renewal application and that the driver confirms that the information given is true. I understand that the application may be rejected and/or the licence withdrawn if it is subsequently found that the false information has been provided. The provision of false information in pursuance of a train driving licence is an offence under section 33(1)(k)(ii) of the Health and Safety at Work etc. Act 1974. '
<input checked="" type="checkbox"/> I understand that ORR is responsible for issuing and regulating train driver licences in accordance with the Train Driving Licences and Certificates Regulation 2010. (When processing personal data for train driving licensing purposes, ORR is relying upon the lawful basis that processing is necessary for compliance with a legal obligation conferred on ORR. Please see ORR's privacy notice for further information about how ORR handles personal data).

Step 3: Submitting a licence renewal application to ORR

Now, scroll to the top of the form and click 'Save As Draft' as shown in below image.

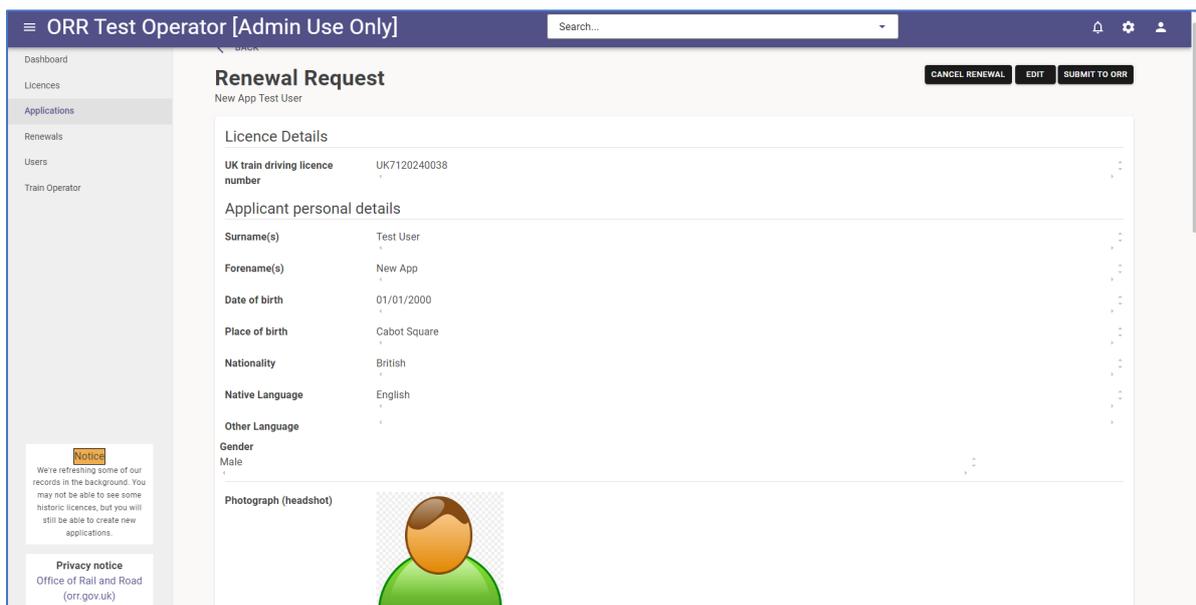
Train Driving Licences: Procedure to apply to renew an existing licence



You will receive a notification to say that this has saved successfully:



You will now be directed to an overview page for the draft renewal application. Scroll through the page to check that the information has updated correctly in line with what you entered on the renewal form. An example image is:



Importantly at this stage, please double-check that a new driver photograph has been uploaded and meets ORR's required criteria. If a photograph does not meet our requirements, we will not be able to approve the application, which may delay the renewed licence being issued.

You should check the remainder of the form to ensure that information is correct prior to submitting to ORR:

V1

Date: 27/08/2024

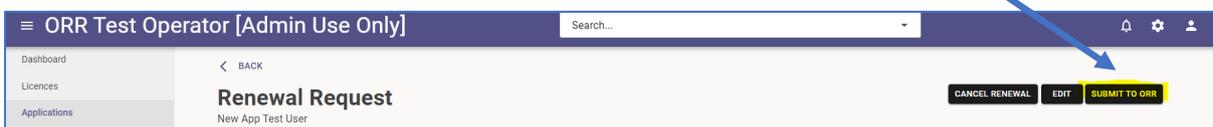
Train Driving Licences: Procedure to apply to renew an existing licence

Train operator details	
Company	ORR Test Operator [Admin Use Only]
Train Operator Location	ORR Test Operator [Admin Use Only],Test,25,Cabot Square,London,E14 4QZ
Medical examination passed	Yes
Medical provider	ORRDOC-TEST Medical Provider [Admin Use Only]
Medical passed date	21/02/2024
Psychologist name	ORR Psychologist [Admin use only]
Psychologist test passed date	06/02/2024
Does the driver wear glasses or lenses?	No
Does the driver wear hearing or communication aids?	No
Training provider	ORR Training Provider [Admin Use Only]
Training passed date	06/02/2024

And that all the declarations are checked:

Declarations	
If you are unable to confirm any of the below please contact ORR team through the Notes area of the driver's licence prior to submission.	
<input checked="" type="checkbox"/>	The train operator confirms that there are no current issues with the driver's ongoing psychological fitness to continue to drive trains on the mainline. *
<input checked="" type="checkbox"/>	The train operator confirms that this driver has completed general competence training and passed the relevant examination carried out by the trainers and examiners who appear on the ORR register at their first licence application. The operator confirms that there are no current issues around this driver's ongoing competence to drive trains on the mainline. *
<input checked="" type="checkbox"/>	I declare that all the information provided on this application form and any additional information is true. I confirm that I have the driver's authority to submit this renewal application and that the driver confirms that the information given is true. I understand that the application may be rejected and/or the licence withdrawn if it is subsequently found that the false information has been provided. The provision of false information in pursuance of a train driving licence is an offence under section 33(1)(k)(ii) of the Health and Safety at Work etc. Act 1974. *
<input checked="" type="checkbox"/>	I understand that ORR is responsible for issuing and regulating train driver licences in accordance with the Train Driving Licences and Certificates Regulation 2010. (When processing personal data for train driving licensing purposes, ORR is relying upon the lawful basis that processing is necessary for compliance with a legal obligation conferred on ORR. Please see ORR's privacy notice for further information about how ORR handles personal data).

After checking, return to the top of the page and press 'Submit to ORR', as shown below:



ORR Test Operator [Admin Use Only] Search... [Settings] [User]

Dashboard < BACK Renewal Request CANCEL RENEWAL EDIT SUBMIT TO ORR

Licences Applications New App Test User

You will now receive a notification to say that this has successfully been received by ORR.



Click into the 'Renewals' panel to see that the licence has been sent to ORR. The most recent renewal appears at the top of the list of renewals processed by your operator:



ORR Test Operator [Admin Use Only] Search... [Settings] [User]

Dashboard Licences Applications **Renewals** Users

Licence Renewals (7) EXPORT

<input type="checkbox"/>	Driver	Date of birth	Status	
<input type="checkbox"/>	New App Test User	01/01/2000	Sent	View

Step 4: What happens next?

V1

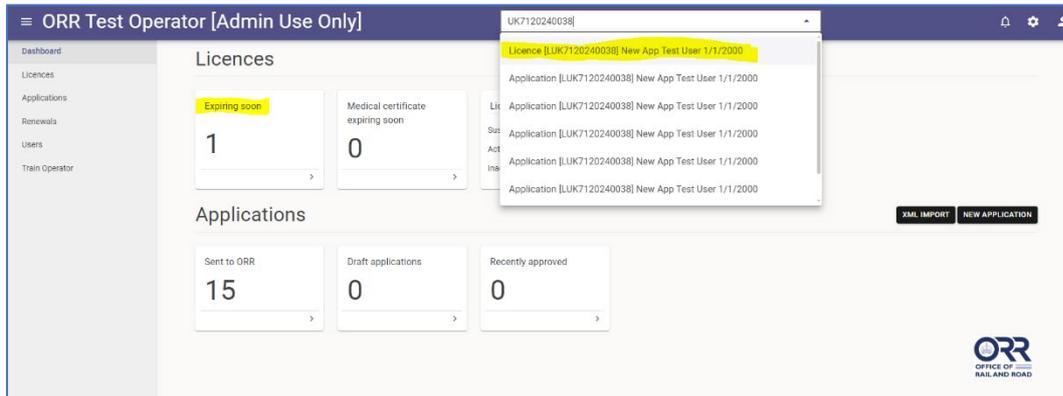
Date: 27/08/2024

Train Driving Licences: Procedure to apply to renew an existing licence

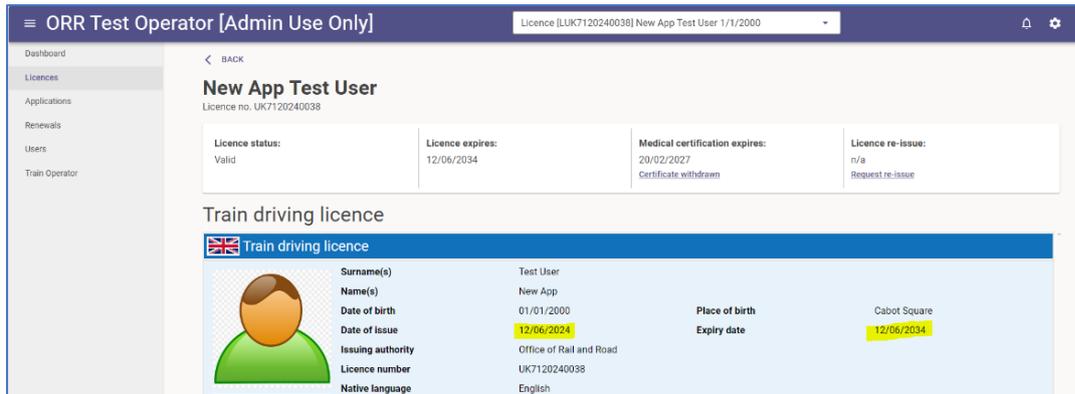


Our TDL Team will then make the necessary checks, before making our decision on renewing the licence. Once approved by ORR, the licence will be sent to our printers who will send the licence to your nominated office address for you to distribute to the driver. The renewed licence issue and expiry dates will appear after this takes place.

Once licence has been approved, it will no longer show in the 'Expiring soon' tab (if it previously expired within the next 6 months). Search the licence number of the renewed licence to see the new issue and expiry date.



Licence will now appear with the new issue and expiry date:



If you have made a renewal application and you have not heard from us or received notification about the application being approved after 30 days, please email tld.applications@orr.gov.uk for an update.