



Using the new booths



Step 1 - Going into the booth

Go into the booth and close the curtains behind you. You will see a screen next to you. The person behind the counter will tell you what to do.



Step 2 - Sorting out the paperwork

Give the renewal form and the 2 parts of your old licence to the person behind the counter. They will check that everything is OK with the paperwork.



Step 3 – Making the payment

If the paperwork is OK then you can make your payment. You can do this by cash, cheque or debit card. You can only make a payment with a debit card at the end of everything that happens.



Step 4 – Taking a photograph

The person behind the counter needs to take a photograph. They will do this using a camera next to the screen. Make sure you are on the yellow box – this is on the floor of the booth. Look straight ahead and keep your eyes open.

Do not

- wear glasses or sunglasses
- have anything covering your face
- have anything in your mouth

We will try and take a good photograph of you the first time. If you are not in the right position then we will have to try again.



Step 5 – Signing inside the box

Please sign your name inside the box next to the screen. Try and do this in the middle if you can. If you cannot sign your name then it is OK to make a mark instead.