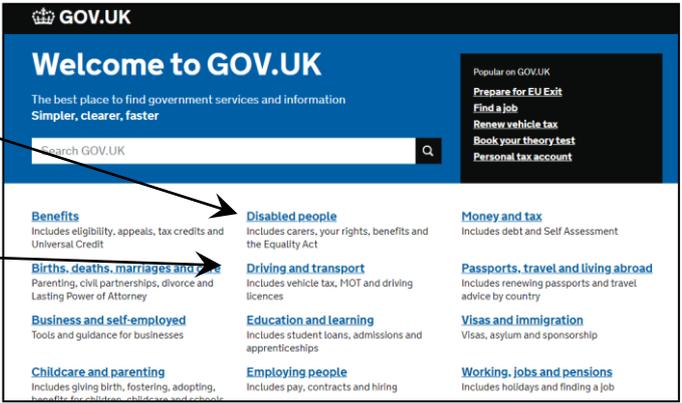
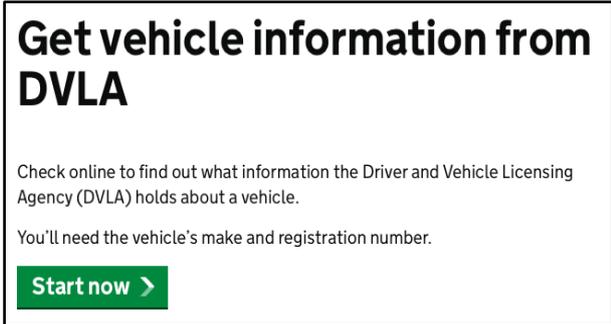


## Public Services – [www.gov.uk](https://www.gov.uk)

The websites of all government departments and many other agencies and public bodies have been merged into GOV.UK. Here you can see all policies, announcements, publications, statistics and consultations. You can find out how government services are performing and how satisfied users are, as well as applying for a passport, searching for jobs or completing tax self assessment forms.

1.	From your web browser type <a href="https://www.gov.uk">www.gov.uk</a> into the address bar and press enter on your keyboard.	
2.	From the homepage you will see a selection of the links. You can click on any of these to gain more information, for example how to apply for a blue badge by selecting Disabled people or Driving and transport. Both will give you access to the relevant online government departments.	
3.	We are going to use the search facility above the links: In the search box, type in 'MOT car information' and click the magnifying glass to search.	
4.	From the search results, select 'Get vehicle information from DVLA'.	
5.	On this new page, you will need to enter the vehicles make and registration number. Once you have this information, select the 'Start now >' button.	

<p>6</p>	<p>Click into the registration number field, and type in your registration number and select 'Continue'. If you don't drive, ask a tutor or volunteer for assistance.</p>	
<p>7.</p>	<p>You should now see a screen displaying information based on the registration number you typed in on the previous page. Is the information correct? If so, select 'Yes'. If not, you can return and enter details again to find the correct vehicle.</p>	
<p>8.</p>	<p>Once you've selected 'Yes', you can select 'Continue' and move on to a screen detailing more information about the vehicle including when it was first registered, what fuel type it is and what its CO<sub>2</sub> emissions are.</p>	
<p>9.</p>	<p>Click on the website logo to go back to the home page.</p>	
<p>10</p>	<p>Once on the home page, select 'Housing and local services'.</p>	

<p>11</p>	<p>Now select 'Council Tax', then select 'Check your Council Tax band'.</p>	<div data-bbox="858 297 1289 504" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Council Tax</b> Includes council tax appeals, bands, discounts and reductions &gt;</p> </div> <div data-bbox="833 533 1315 607" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p><a href="#">Check your Council Tax band</a></p> </div>
<p>12</p>	<p>Enter your postcode to check what Council Tax band you are at your property.</p>	<div data-bbox="735 645 1417 896" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Search by postcode</b></p> <p>Enter a postcode to at least a sector level eg BN1 1</p> <input data-bbox="762 775 1161 819" type="text"/> <p><a href="#">Search</a> ➔</p> </div>
<p>13</p>	<p>Returning to the <a href="http://www.gov.uk">www.gov.uk</a> homepage, select 'Passports, travel and living abroad'. Now select 'Passports' and apply online for a UK passport. Select 'Start now'.</p> <p>Don't worry we aren't going to apply for a passport. You can complete the first question as a training exercise.</p>	<div data-bbox="762 969 1390 1104" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Passports, travel and living abroad</b> Includes renewing passports and travel advice by country</p> </div> <div data-bbox="836 1205 1310 1355" style="border: 1px solid #ccc; padding: 5px; margin-top: 20px;"> <p><b>Passports</b> Eligibility, fees, applying, renewing and updating &gt;</p> </div>

## F. A. Q's

What's a web browser?

A web browser is a piece of software you use to surf the internet. There are many different web browsers. Some of the more popular include Google Chrome, Safari, Microsoft Edge and Mozilla Firefox.

What's the address bar?

The address bar runs along the top of a browser and is the space where you in website addresses.

How do you know if something is a link?

Most links are underlined and in blue. They tend to be words or images that will move you on to a different part of a website.

What if I don't drive?

Don't worry! Ask a tutor or a volunteer for assistance.

What's a field?

A field is any box you enter information into online. When filling in online forms that ask you for your name, address, phone number etc, you are filling in various fields with your information.

What does the magnifying glass symbol represent?

When you see the magnifying glass symbol think Sherlock Holmes, only you are searching for online clues to help you answer a question.

How can I return quickly to a websites homepage?

You can select a websites logo, often found at the top of a webpage, and it will return you to the websites home page.

When entering information online, like a post code, does it require a space and the correct capitalisation?

The short answer is it all depends on the website you are using. Some will let you put in a post code in the following format sk61rj, some will make you enter it as SK6 1RJ. It depends on how the website.