



Taxi and Private Hire - DBS Applications

1. Complete and submit the application form via the link on our website.
2. Provide your application reference number to Licensing Section.
3. You **must** provide the Licensing Team with identity documents as detailed below. Please note that the Disclosure and Barring Service insist that we check original identity documents for every application. We cannot accept photocopies or print outs of emails.

IDENTITY DOCUMENTS ACCEPTABLE FOR DBS DISCLOSURE APPLICATION FORM.

What identity documents can be used?

The DBS has produced guidance on the type and range of identity documents that must be used by the Countersignatory or approved person, to validate the applicant's identity. These documents are divided into two groups: Group 1 and Group 2. The number of documents from each group the Countersignatory or approved person needs to see are detailed below.

If you have insufficient identity documents, please contact the DBS Information Line on 0870 90 90 811 for further guidance.

How many documents do I need to see?

Can applicant produce any documents from Group 1?

- Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.
- No - 5 documents to be seen. Five documents from Group 2

PTO

List of Valid Identity Documents

Group 1

- Adoption Certificate (UK and Channel Islands)
- Biometric Residence permit (UK)
- Birth Certificate UK / CHI / Mann / EEA - issued within 12 months of birth
- Current Valid Passport
- Photo Driving License UK / Mann / CHI / EEA

Group 2

- Adoption Certificate (UK and Channel Islands)
- Bank or building society account opening letter/UK *
- Bank/Building Society Statement – countries outside EEA*
- Bank/Building Society Statement UK / CHI / EEA*
- Benefit Statement - e.g. Child Benefit, Pension/UK *
- Biometric Residence Permit (UK)
- Birth Certificate / UK / CHI / Mann - issued after birth
- Birth Certificate / UK / CHI / Mann / EEA - issued within 12 months of birth
- Cards with the PASS accreditation logo UK / CHI / Mann
- Council Tax Statement / UK / CHI **
- Credit Card Statement / UK / EEA *
- EEA National ID Card
- Entitlement document from government agency / UK / CHI *
- Financial Statement - e.g. pension or endowment / UK **
- Firearms license UK / CHI / Mann
- HM Forces ID Card / UK
- Immigration document, visa or work permit – applicants outside the UK
- Letter from a Head Teacher or College Principal / UK *
- Marriage / Civil Partnership Certificate / UK / CHI
- Mortgage Statement / UK / EEA **
- P45/P60 Statement UK / CHI **
- Paper Driving License UK / Mann / CHI / EEA
- Passport (current and valid)
- Photo Driving License – countries outside the EEA except Mann / CHI
- Photo Driving License UK / Mann / CHI / EEA
- Sponsorship Letter from future employer – countries outside EEA
- Utility Bill / UK *

Not denoted - document can be more than 12 months old

***documentation should be less than three months old**

****issued within past 12 months**

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.