

## Action Required – Disclosure & Barring Service (DBS) Check

It is a requirement in respect of your dual licence application that you undertake a DBS check. The purpose of a DBS check is to help the Licensing Authority make informed decisions before issuing a dual driver's licence when assessing an applicant is 'fit and proper'. This check will provide us with details of any criminal convictions against you, whether spent or unspent.

Having a criminal record does not necessarily bar you from seeking a licence. The Licensing Department may discuss any matter revealed in a disclosure with you, in confidence, before any final decision is reached. Such information will be only disclosed within the licensing department and public health and protection management team if necessary.

DBS checks for Maldon District Council may be obtained through our **preferred** third party checking agency <https://www.personnelchecks.co.uk/taxis/taxiprivate-hire-driver-dbs-checks/> at a special rate paid to them directly of £49.60, or a paperless eDBS Service provided by Essex County Council (ECC) which will cost you £50. In order to complete the ECC check, we will require some additional identification documentation from you – Please see below details on how to complete the check.

**To start the process please forward 3 (Three) forms of identification as per the below acceptable documents list, ensuring at least 1 (One) document shows your current address.**

**You will need to email these to us with your driver licence application to [licensing@maldon.gov.uk](mailto:licensing@maldon.gov.uk) so that your identity can be verified. We may call you to confirm required to attend an online video call with a licensing officer for further verification.**

**Once your ID has been verified, you will be emailed a link for the eDBS system to use to access the application form.**

**On the application you will need to provide your full name along with any previous names you have been known by, contact details and a 5-year address history. If you have not lived in the UK for more than 5 years you will be required to provide a letter of good conduct from the Foreign Office or Chief of Police from the country that you resided in. You will also need your national insurance number at hand.**

**Please also have your ID at hand to answer security questions when confirming your submission.**

**Once submitted, your information will be checked over by the Licensing team and sent to the Disclosure and Barring Service to carry out the check.**

**Once the check has been completed the Licensing Department will be notified and a paper certificate will be sent to your home address. You will not be required to present this certificate unless requested to by Licensing Department.**

We ask that you act as soon as possible to avoid any delays.

**Kind regards**

**Licensing Department**

# Acceptable Identity Documents

For us to process your DBS check you must provide us with original **documents (not copies)** to prove your identity.

The documents required depend on the route the application takes. You must try to provide documents from Route One first.

## Route One

You will need to provide 3 documents in total:

- One document from **Group 1**; and
- Two further documents from **either Group 1, or Group 2a or 2b**

At least one of the documents must show your current address.

**If you cannot provide any documents from the Group 1 List move onto Route Two.**

## Route Two

If you do not have any of the documents in Group 1, then you must be able to show:

- One document from **Group 2a**; and
- Two further documents from **Group 2a or 2b**

At least one of the documents must show your current address.

**If you use Route 2 an external ID validation check will be required in addition to the above documents**

**For further information, please visit:**

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

## Group 1- Primary Identity Documents

- **Current valid Passport** Any current & valid passport
- **Biometric Residence Permit (UK)**
- **Current Photocard Driving Licence\*** Full or Provisional (UK, Isle of Man, Channel Islands & EEA)
- **Birth Certificate Issued within 12 months birth** (UK, Isle of Man & Channel Islands) Full or short version including those issued by UK authorities overseas, for example embassies, High Commissions & HM Forces
- **Adoption certificate** (UK & Channel Islands)

## Group 2a - Trusted Government Documents

- **Birth Certificate Issued after time of birth** (UK, Isle of Man & Channel Islands)
- **Marriage / Civil Partnership Certificate** (UK & Channel Islands)
- **HM Forces ID Card** (UK)
- **Fire Arms Licence** (UK, Channel Islands & Isle of Man)
- **Current Photocard Driving Licence\*** Full or Provisional (All countries outside the EEA excluding Isle of Man & Channel Islands)
- **Current Paper Driving Licence (If issued before 1998)\*\*** Full or Provisional (UK, Isle of Man, Channel Islands & EEA)\*\*

\*All driving licenses must be valid (i.e be in date, acceptable in the UK and show current home address).

\*\*Please note this is not the same as a Paper Counterpart Driving Licence which is **not** an acceptable form of identity document

## Group 2b - Financial / Social History Documents

Must be dated within the last 12 months

- **Mortgage Statement** (UK or EEA)
- **Financial statement** e.g. pension or endowment (UK)
- **P45 / P60 Statement** (UK & Channel Islands)
- **Council Tax Statement** (UK & Channel Islands)

Must be dated within the last 3 months

- **Bank / Building Society Statement** (UK and Channel Islands or EEA) for countries outside the EEA the branch must be in the county where the applicant lives and works
- **Bank / Building Society Account Opening Confirmation Letter** (UK)
- **Credit Card Statement** (UK or EEA)
- **Utility Bill** (UK) Excludes mobile telephone bills
- **Benefit Statement** e.g. Child Benefit, Pension (UK)
- **Central or local government, government agency, or local council document giving entitlement** e.g. DWP, the Employment Service or HMRC (UK & Channel Islands)

Must still be valid / in date

- **EEA National ID card**
- **Irish Passport Card** Cannot be used with an Irish passport
- **Work permit or visa** (UK)
- **Cards carrying the PASS accreditation logo** (UK, Isle of Man & Channel Islands)