



Hackney Carriage and Private Hire Licensing Information

Guide to Disclosure and Barring Service (DBS) Checks and the Update Service

Licensing Team

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Background information

In 2019, Elected Members of the Regulatory Committee approved the introduction of 6 monthly online Disclosure and Barring Service (DBS) checks for all licensed hackney carriage and private hire drivers, using the DBS Update Service. This subscription will be mandatory from 31 January 2020.

Mid Devon District Council carry out Enhanced Level DBS checks under the 'Other' workforce type for the position of 'taxi driver'. This Council also checks the child and vulnerable adult barring lists.

In order to help drivers and applicants with this requirement, the following FAQs have been produced. If you have any questions, please contact the Licensing Team.

I'm a licensed driver; what does this mean to me?

It is now a condition on your licence that you subscribe to the DBS Update Service by 31 January 2020. This allows Officers to carry out a quick online status check to ensure that your DBS certificate is up to date. These checks will be carried out on all drivers every 6 months but may be carried out at different times if required.

What is the DBS 'Update Service'?

The DBS Update Service lets applicants (and licence holders) keep their DBS certificates up to date online and allows the Licensing Team to check the status of a certificate online.

How do I subscribe to the Update Service?

To register for the service you must first undertake an enhanced DBS disclosure. This will be done as usual, by submitting your DBS application to the Licensing Team by the required date, along with your supporting identification documentation. The form for this is provided at the end of this document.

You can subscribe to the Update Service by visiting: <https://www.gov.uk/dbs-update-service>.

You can register in one of two ways:

- a) If you are in the process of getting your enhanced DBS check (i.e. if you have already submitted a DBS application to the Licensing Team), you can register with your DBS application reference number (called the 'form ref').
- b) If you have already completed an enhanced DBS check and you have your certificate, you can register with your certificate number. *This must be done within 30 days of the certificate being issued (i.e. the date of issue).*

You must provide your email address on the DBS application form in order to be emailed your 'form ref'. This is the reference number that is required to register for the Update Service in accordance with option 'a' above. If you do not register in this way, you will need to register in accordance with option 'b'.

How much does subscription to the Update Service cost?

Subscription is separate to the cost of an actual DBS check. Subscription to the Update Service costs £13.00 per year and licence holders will need to keep their subscription active.

When must I sign up to the Update Service?

You must sign up to the Update Service by 31 January 2020. If you are due to provide the Licensing Team with a DBS certificate before this date, we strongly recommend that you sign up to the Update Service at the same time. This will mean that you will not have to complete another DBS check before 31 January 2020 in order to sign up to the Update Service.

If you are due to provide the Licensing Team with a DBS certificate after 31 January 2020, you must now provide us with an application for a DBS certificate no later than 31 January 2020. You must then subscribe to the Update Service using this certificate.

What happens if I do not sign up to the Update Service by 31 January 2020 or if I do not keep my subscription active?

If you do not register for the Update Service as required, or if you do not keep the subscription active, your licence may be suspended or not renewed. This is because the Licensing Team must prioritise public safety and would be unable to check the status of your certificate (and criminal record) when required.

How can I let the Licensing Team carry out a Status Check on my DBS Certificate?

You will need to give us your written consent, show us your original DBS certificate and provide us with your unique reference number (i.e. the certificate number). We will record the relevant information on your file and after this, we will be able to go online and carry out a Status Check.

How long does the Update Service last and does it need renewing?

The Update Service lasts for 1 year from the date of issue displayed on the DBS certificate. If you want to continue to hold your licence with Mid Devon District Council, you must keep the subscription active and renew it.

You can set your account to automatically renew or alternatively, you will need to pay for the renewal within 30 days before your subscription ends.

More information about renewing your subscription can be found here:

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide#renewing-your-subscription-to-the-update-service>.

What do I need to do with my DBS certificate once I have received it?

You must bring your original DBS certificate to the Council offices for the Licensing Team to check. It is really important that you then keep your DBS certificate safe as it will be required in the future and may be requested by the Licensing Team at any time.

How much will it cost to undertake an initial enhanced DBS disclosure?

The cost is currently £66.

How quickly will I receive the outcome of my initial DBS check?

You should normally receive your DBS certificate within 4–6 weeks.

How is the Update Service beneficial to me?

Mid Devon District Council has decided to conduct DBS checks on a more frequent basis (every 6 months). At £13 per year, registration to the Update Service is significantly cheaper than undertaking an enhanced disclosure every 6 months as you may only ever need to do one DBS check (if your disclosure status remains unchanged). You must, however, undertake the initial DBS check in the first instance and then register for the Update Service. Using the Update Service will reduce the overall cost of DBS checks over the course of your career as a licensed driver.

I have recently undertaken a DBS. Do I need to undertake another one before 31 January 2020?

If you registered for the DBS Update Service at the time of completing a previous DBS check then you may not be required to undertake a further check. However please note that your previous disclosure must have been enhanced and state 'Other Workforce'. You must also present your original DBS certificate to the Licensing Team.

If you did not register for the Update Service, you will need to do a new DBS by 31 January 2020.

I have never received any convictions etc.; what happens next?

When you present your original disclosure certificate to us we will check to see if it is clear. We will then process your application as usual (or your licence will simply continue to run).

I know that previous convictions etc. *will* be disclosed on my DBS; what happens next?

We are entirely reliant on you, the applicant OR licence holder, bringing in your DBS certificate (and unique reference number) to enable us to begin the decision making process as to whether you are a 'fit and proper' person to receive OR continue holding a Hackney Carriage or Private Hire Drivers licence.

If you are applying for a licence and do not provide us with the DBS certificate, the application will not be considered complete and no licence will be granted.

If you already have a licence and do not provide us with the DBS certificate when required, the licence may be suspended.

How do I pay the subscription fee?

The subscription fee must be paid by credit or debit card.

Please note: you must ensure that the Update Service is kept informed if you get a new payment card. Your annual subscription will not be taken if any of your details have changed and this may result in you having to undertake a full DBS disclosure at the time of renewal. The fee is paid directly to the DBS.

Further guidance on DBS checks and the Update Service can be obtained from the DBS website:

<https://www.gov.uk/dbs-update-service>

DBS Application form – Applicant Details:

Please enter your details into the right-hand column in **CAPITAL LETTERS** in the fields below and then return to the person who asked you to fill in this form

<u>Personal Details:</u>	
Title: (please circle/delete):	Mr / Mrs / Miss / Ms / other.....
Current Full Name:	
First name:	
Middle Name/s:	
Surname:	
Date of Birth:	
Gender:	Male / Female
NI Number *not mandatory:	
Language: (please	English /Welsh
Email address:	
<u>Full 5 Year Address History nb: postcode must be provided if in UK</u>	
Current Address:	
Address Line 1:	
Address Line 2:	
Town:	
Postcode	
County:	
Country:	

Date From (month/year):	
<u>Other addresses (dating back to last 5 years if applicable)</u>	
<u>-use extra sheet if needed</u>	
Address 2 (if applicable):	
Address Line 1:	
Address Line 2:	
Town:	
Postcode	
County:	
Country:	
Date From (month/year):	
Date To (month/year):	
Address 3 (if applicable):	
Address Line 1:	
Address Line 2:	
Town:	
Postcode	
County:	
Country:	
Date From (month/year):	
Date To (month/year):	

Place of Birth

Town of birth:

Country of Birth:

Nationality at Birth:

Have you changed your
nationality since birth?

Yes / No

Current Nationality (if different):

Please enter your surname at
birth (even if it is the same as
the name you have already
provided)

Used until (year):

**Other Names – if you have used any other names in your lifetime, please
provide them below:****Other Name #1:**

Type: Forename / Surname:

Used from (year) :

Used to (year) :

Other Name #2:

Type: Forename / Surname:

Used from (year) :

Used to (year) :

Job / Role details

Workforce Type (please circle/delete)	<ul style="list-style-type: none">• Child Workforce (role involves working children (under 18 year olds))• Adult Workforce (role involves working with vulnerable adults – receiving the service because of their age, illness or disability))• Child and Adult Workforce (work with both groups)• Other Workforce (not child or adult related role; e.g.: Taxi Driver / finance / legal / security role)
Position Applied for (job title):	

Conviction History

Please refer to: Rehabilitation of the Offenders Act. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*

***For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:**

www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

For further advice please telephone the DBS on 03000 200 190, option 1 to speak to a DBS representative.

Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (*):(please circle/delete):	Yes/No
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Applicant Consent (Please tick each consent box below:)

Privacy Policy - Standard/Enhanced DBS checks declaration

I have read the DBS Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk standard/enhanced check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

Declaration by Applicant

I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence.

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a DBS Disclosure Application.

Following receipt of my enhanced DBS certificate I confirm that I will sign up to the DBS Update Service and authorise / consent to Mid Devon District Council carrying out a DBS status check at any time during the period of the licence. If my Update Service subscription lapses or if there has been a change to my DBS status since the previous check, I understand that it will be necessary for another enhanced DBS check to be undertaken at my own cost. I understand that action may be taken against my licence during this time.

Please tick each of the above consent boxes and provide your name, signature and today's date indicate your consent:

Consent	
Name:	
Signature:	
Date:	

Please return the completed & signed form to the Licensing Team. You will also need to show them some I.D documents. Please see the list of Acceptable I.D documents on the next page.

Mayflower Disclosure Services Ltd Statement

If you do not provide your consent to any of the statements above, please contact your employer as your DBS application cannot be submitted.

DBS List of Acceptable Identification

- **3 x Routes can be taken *except for Paid non-EEA nationals.**
- **An authorised ID Checker/Application Manager must see and verify an applicant's original ID in accordance with the [DBS ID Checking Guidelines](#).**
- **This list/process is stipulated by the DBS. It cannot be changed/altere d/avoided. If an applicant cannot provide ID in accordance with this list a DBS check cannot be obtained.**



For the list of acceptable documents, please see the next two pages.

Group 1 ID Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Group 2a ID Documents Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK.)

Group 2b ID Documents Financial & Social History Documents

- Mortgage Statement (UK or EEA) **
- Bank/Building Society Statement (UK, Channel Islands or EEA) *
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full-time education in the UK)

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months

***Paid Non-EEA Nationals (3 documents to be seen) 1 x Primary Non-EEA Document (*see below) plus 2 x Supporting Documents from Group 1, 2a or 2b.**

Primary Non-EEA Documents

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

Applicants providing one of the following documents must also provide a current valid Passport:

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.