Disclosure and Barring Service (DBS) & update service

If you do require a new certificate, please [access the portal provided by Stoke-on-Trent City Council](https://disclosure.capitarvs.co.uk/stoke/applicantLogin.do?applicationType=dbs) and complete the following process:

1. To start the process you will be required to complete the 'organisation reference' which is **UBTAMWORTHTAXIS**, then leave the 'organisation code' blank.
2. There are guidance notes on each page explaining what each section means and what will happen if you do not complete the form correctly.
3. If any information is incomplete, you will not be able to continue until you have completed all the required boxes.
4. In 'employment information' please complete the position applied for as 'taxi driver'.
5. Please carefully check the information that you have completed and edit if required.
6. Once completed you will be given a reference number. Please note this carefully.
7. You will then be required to make payment for the DBS. You can do this online. Go to the Tamworth Borough Council website and click on the blue online payments button on the top right-hand side. Please then follow: - Miscellaneous Payments/Taxi Licensing/New/Renew 3 Year Driver Application with DBS. **You will need to change the amount to £64.34**
8. Please then email enquiries@tamworth.gov.uk & taxi-licensing@tamworth.gov.uk your reference number, receipt confirmation and copies of your ID (usually passport, driving licence and proof of address ie bank statement or council tax bill). You will then be contacted by our customer services team to arrange a face-to-face appointment to verify your identity documents. Please take the original documents to this appointment.
9. Once you have received your certificate, please send a copy to enquiries@tamworth.gov.uk. Certificates can take many weeks to be processed. You can check the status of your certificate via:- [Track or view your DBS certificate - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/track-a-dbs-application)

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| **Group 1**Primary Identity Documents |
| * Current valid Passport
* Biometric Residence Permit (UK)
* Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EU) (Full or Provisional)
* Birth Certificate (UK / Channel Islands) (Issued at the time 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)
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**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
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| **Group 2a**Trusted Government Documents | **Group 2b**Financial & Social History Documents |
| * Current Driving Licence – photo card (All Countries other than those in Group 1) (Full or Provisional)
* Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EU) (Full or Provisional)
* Birth Certificate (UK / Channel Islands) (Issued after the time of birth)
* Marriage / Civil Partnership Certificate (UK / Channel Islands)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK / Channel Islands)
 | * Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) \*\*
* Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) \*
* Bank/Building Society Account Opening Confirmation Letter (UK)
* Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) \*
* Financial Statement e.g. pension, endowment, ISA (UK) \*\*
* P45/P60 Statement (UK / Channel Islands) \*\*
* Council Tax Statement (UK / Channel Islands) \*\*
* Work Permit/Visa (UK Residence Permit, valid up to expiry date)
* 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
* EU National ID Card – must be valid
* Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid
* Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
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DBS Update Service

DBS certificates will be checked every 6 months while you are a licensed driver.

Once you have received your DBS certificate you have 30 days from the date of the issues of the certificate to register. This can be done [through the DBS Update Service](https://www.gov.uk/dbs-update-service). It is advised to do this as soon as you receive your certificate as these can sometimes take up to 14 days to arrive following issue.

There is an [annual fee](http://www.gov.uk/dbs-update-service) of £13 and you will be required to maintain this to keep the certificate up to date.

If there is any change to your circumstances or if you have not signed up to the update service you will need to provide a new DBS at a cost of £64.34.