

**DISCLOSURE AND BARRING SERVICE (DBS)**

**Guide to applying for Disclosure Information for new applicants and existing drivers**

Runnymede submits your DBS application through Surrey County Council who are a 'Registered Body' with the DBS. They are also what is termed an 'umbrella organisation', meaning they can submit forms on behalf of local authorities.

The DBS procedure will involve you coming to the Civic Centre and completing an online application form. The DBS check will be carried out on appointment with the licensing officer, the whole process should take around 20 minutes.

When you arrive at the Civic Centre, please make the reception staff aware that you have come for a taxi licence DBS check.

You **must** bring with you: (only **original** identity documents will be accepted – no photocopies).

**driving licence**, (note if you only have a paper licence and no passport you will need **passport** or more than one item from group 2a or 2b overleaf)  
**birth certificate**, and a  
**utility bill, bank statement** or similar

These are generally sufficient but a full list of acceptable documents can be seen overleaf.

Please note: - It is essential that you also have a note of your **National Insurance number** and **five full years of address history information, the form cannot be completed without these.**

The licensing officer will verify your identity and complete their part of the online DBS application form.

You then have to complete and submit the online application (there is no provision for a paper form). You can do this in two ways:-

- 1)** You can remain at the Civic Centre and complete the online form in the presence of the licensing officer. The licensing officer will remain with you to assist.
- 2)** The licensing officer can obtain a password for you to access the application and you can then leave the Civic Centre to complete and submit the application at another location.

The payment must be made with your application; the amount is made up of three parts as follows;

- 1) The Disclosure and Barring Service (DBS) charge of £44 for the DBS service,
- 2) Surrey County Council charge £9 to cover their administration costs.
- 3) A processing charge of £18.50 is made by Runnymede Borough Council.

**Cheques for the total amount of £71.50 should be made payable to Runnymede Borough Council, we will then pay Surrey County Council their admin fee of £9 and the £44 DBS fee which they in turn pay to the DBS.**

Please note:- If you are registered with the DBS update service this does not affect you as we will be able to carry out your 3 year check online, provided you have continued to pay your annual fee registration to DBS.

A code of practice exists to govern the disclosure of information, this can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

**Please note - A criminal record will not necessarily be a bar to your application but will be taken into account in the decision making process.**

The applicant must produce valid original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from **Route 1** first.

**Route 1- The applicant must be able to show:**

One document from Group 1, below. Two further documents from either Group 1, or Group 2a or 2b, below. At least one of the documents must show the applicant's current address.

**Route 2 - If the applicant doesn't have any of the documents in Group 1, then they must be able to show:**

One document from Group 2a. Two further documents from either Group 2a or 2b.

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**Route 3 - Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.**

For Route 3, the applicant must be able to show: a birth certificate issued after the time of birth (UK and Channel Islands). One document from Group 2a, three further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Unusual addresses - The applicant must make sure they fill in the address part of the form correctly if they have an unusual address, for example if they live abroad, in student accommodation or a hostel.

**Group 1: Primary identity documents**

Passport Any current and valid passport

Biometric residence permit UK

Current driving licence photocard - (full or provisional) UK, Isle of Man, Channel Islands and EU

Birth certificate - issued within 12 months of birth UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces

Adoption certificate UK and Channel Islands

**Group 2a: Trusted government documents**

Current driving licence photocard - (full or provisional) All countries outside the EU

Current driving licence (full or provisional) - paper version (if issued before 1998) UK, IOM, Channel Islands/ EU

Birth certificate - issued after time of birth UK, Isle of Man and Channel Islands

Marriage/civil partnership certificate UK and Channel Islands

HM Forces ID card UK

Firearms licence UK, Channel Islands and Isle of Man

**Group 2b: Financial and social history documents**

Mortgage statement UK or EEA Issued in last 12 months

Bank or building society statement UK and Channel Islands or EEA Issued in last 3 months

Bank or building society account opening confirmation letter UK Issued in last 3 months

Credit card statement UK or EEA Issued in last 3 months

Financial statement, for example pension or endowment UK Issued in last 12 months

P45 or P60 statement UK and Channel Islands Issued in last 12 months

Council Tax statement UK and Channel Islands Issued in last 12 months

Work permit or visa UK Valid up to expiry date

Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid

Utility bill UK - not mobile telephone bill Issued in last 3 months

Benefit statement, for example Child Benefit, Pension UK Issued in last 3 months