

Dartford Borough Council Disclosure and Barring Service (“DBS”) Application

To obtain your Private Hire/Hackney Carriage driver licence with Dartford Borough Council you are required to present an Enhanced Disclosure and Barring Certificate with the correct workforce less than three months old. If you do not already have one or are not signed up to the update service, you will need to complete a Disclosure and Barring Application (Criminal Records Disclosure) with Know Your People who will administer your Disclosure application on our behalf.

You should complete all the steps detailed below for the application to be valid. If you are unable to do this, please contact the Vehicle Licensing Team by email vehiclelicensing@dartford.gov.uk

To apply online you will need access to a computer and a valid email address. The online application form will guide you through each step of the application to ensure your application is complete and accurate and therefore minimising the risk of your application being delayed.

DBS application Process: The online application will be completed in the following steps:

1. The licensing officer will open an account for you on the Know your people platform.
2. You will receive an activation email from Know Your people which will include a link to activate your account.
3. After following the link, you will first need to confirm your username, which will be your email address, and create a password.
4. Once logged in, you will see a blue ‘Complete this application button’. Please complete the application with all your details. Please note you will need to provide an address history for the last five years.
5. Select the relevant identification documents (ID) for verification. You will need your Passport or Driving Licence plus two proofs of address in the form of an official letter such as a utility bill, bank statement or credit card statement. Please see attached list for examples.

You will need to pay the fee of **£75.00**. Payment can be made by contacting the payments teams on 01322 343434, asking for payments and then selecting option 2 twice. Please use your badge number as the reference number and the income code is H0105 9567.

After you have completed the steps above, email the documents you have selected in your application to vehiclelicensing@dartford.gov.uk together with a copy of the receipt or details of the time and date payment was made.

Your application will automatically be sent to the Disclosure and Barring Service on your behalf. Once complete your Enhanced Disclosure Certificate will be sent to your current address.

When you receive your certificate you **MUST** join the DBS update service.

Keep track of your application: You can track the progress of your application by logging into your know Your People account.

Help and support: Should you require help and support with your Disclosure application you can access the Know Your People ‘**Live Chat**’ service throughout the application process if any direct support is needed.

DOCUMENT LIST

The applicant must be able to show, one document from Group 1, below and 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.

If you have any queries regarding the above, please contact the Vehicle Licensing Officer at vehiclelicensing@dartford.gov.uk

Group 1: Primary identity documents	
Document	Notes
Passport	Any current & valid passport
Biometric Residence Permit	UK
Current driving licence photocard – (full or Provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
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	
Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date.
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents		
Document	Notes	Issue date & validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	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
Utility bill - not mobile telephone bill	UK	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid