

**Oldham Borough Council
Licensing Service**

Guidance to Applicants
Private Hire & Hackney Carriage Drivers

Criminal Records & Driving Licence Check

The Council has an agreement with Personnel Checks to carry out criminal records and driving licence checks on its behalf.

Applicants will be required to complete an online form which allows the Disclosure Barring Service (DBS) to carry out an enhanced criminal record check and issue you with a DBS Certificate and for a check to be carried out on your Driving Licence.

You will be required to pay Personnel Checks directly for this service which costs £73 and will cover the costs of the DBS and driving licence check. Use the following link to apply for your checks - www.personnelchecks.co.uk/taxis/oldham

Once you have applied you will be required to have your documents verified to prove your identity. Please see the links below for a list of approved documents:

EEA Nationals

<https://www.personnelchecks.co.uk/id-guidance-standard-and-enhanced/#EEAnational>

Non-EEA Nationals

<https://www.personnelchecks.co.uk/id-guidance-standard-and-enhanced/#NonEEAnational>

Once your criminal record check is complete, the DBS will post the certificate directly to your home address. Upon receipt of the certificate, you **must** sign up to the DBS Update Service and register your DBS certificate.

The DBS Update Service allows:

- Applicants to keep their DBS certificate up to date
- Employers to check a DBS certificate

The Update Service costs £13 per year and you can register by following this link -

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Your DBS must be registered to the Update Service, if you fail to register the certificate in time you will be required to obtain a new DBS and register the new certificate within the timeframe specified by the DBS Service. This is currently **within 30 days of the date on the certificate**, but the DBS may change this at any time. Information regarding the deadline can be found here - <https://www.gov.uk/dbs-update-service>

Information received from the DBS is kept strictly confidential whilst your application is going through the Licensing process and will be retained for no longer than is necessary.

Having a criminal record does not necessarily mean you cannot apply to be a licensed driver. The Council has a Statement of Fitness and Suitability Policy which can be found here -

https://www.oldham.gov.uk/downloads/file/2966/statement_of_policy_and_guidelines_relatin_g_to_the_relevance_of_convictions