

DBS & DVLA Requirements

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. Your documents can only be verified at the Post Office, the cost of which is payable by the applicant. 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 within 30 days of the date on your 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>

If you fail to sign up to the DBS Update Service within the 30 days, you will be required to obtain a new DBS. If you refuse to do so, your licence will not be processed/issued. This also applies to existing drivers renewing their DBS.