

THIRD PARTY DISCLOSURE & BARRING CERTIFICATES (DBS)

You are permitted to use a third party company to obtain your DBS certificate. It remains the responsibility of the applicant to ensure the correct DBS is obtained.

If you obtain a DBS using a third party company the Licensing Team will need to see the paper copy before a licence can be granted or renewed.

You must ensure the following are completed correctly by the third party company:

Question 61 must say:

OTHER WORKFORCE

TAXI LICENCE/ PH LICENCE'

Question 63 must be 'ENHANCED'

Question 64 must be 'YES'

Question 65 must be 'YES'

Question 66 must be 'NO'

Question 68 must be 'NO'

If your DBS certificate does not reflect the above it CANNOT be accepted by the Licensing Team.