



ST HELENS  
BOROUGH COUNCIL

# Application for Online Checking of DBS Certificates

FORM TO BE COMPLETED IN BLOCK CAPITALS. ALL SECTIONS MUST BE COMPLETED.

## 1. DRIVERS DETAILS

Full Name: \_\_\_\_\_

Telephone No (home): \_\_\_\_\_ Telephone No (mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (as shown on your DVLA Licence)  
\_\_\_\_\_

Postcode: \_\_\_\_\_

## 2. HC/PH DRIVING LICENCE DETAILS

Are you an existing Hackney Carriage/ Private Hire Driver: **YES/NO**

HC/PH Badge Number: HD: \_\_\_\_\_

Current Expiry Date: \_\_\_\_\_

## 3. DISCLOSURE AND BARRING SERVICE (DBS) DETAILS

Original DBS certificate number: \_\_\_\_\_

*You must provide the original DBS certificate used to register to the DBS Update Service*

Expiry date of the credit/ debit card used to sign up: \_\_\_\_\_

## 4. DECLARATION

DBS declaration by (print full name): \_\_\_\_\_

I confirm that I give permission for St Helens Borough Council to check my records held by the Disclosure and Barring Service using the online DBS Update Service as required as part of the conditions of my Hackney/ Private Hire Drivers Licence for the life cycle of the licence (1 or 3 years).

**You must declare all new convictions (including motoring convictions), fixed penalties, police cautions, warnings or reprimands and am not under investigation in respect of any criminal offence, or on police bail pending the outcome of a police investigation or that any criminal proceedings in the Magistrates, Crown Court or other Tribunal/Court have been commenced against me.**

**You must also declare any new Anti-Social Behaviour Order (or any other orders made by a court) have been issued against me, including offences dealt with by means of restorative justice.**

I **have not** received any new convictions since my most recent DBS report.

I **have** received new convictions since my most recent DBS report.

I further confirm that I have read and understood the Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received:

Amount Paid: £

Receipt No:

**Identity Checklist**

DVLA Licence

Original DBS

Other Documents (Please State):

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_