



DBS Guidance

How to complete an enhanced DBS application:

1. You will need to go online and complete the online application through our website. The link to our website is: <https://www.stroud.gov.uk/business/licensing-permits/taxis-and-private-hire/licensing/enhanced-dbs-checks> . You can find this page by going to the **Stroud District Council homepage**, select **Licensing and registration**, then **Taxis and Private Hire Licensing** and then select **Enhanced DBS checks**. The link to apply and instructions are detailed on this page.
2. You will need to pay the £61.50 fee. To do this please use the link available on our webpage mentioned above.
3. You must provide the Licensing Team with 3 identity documents as detailed below. You will need to email clear photos of the identity documents to licensing@stroud.gov.uk
4. Once we have processed your ID check, the DBS will email you your application form reference number. You can use this reference to register for the DBS Update Service.

DBS Update Service:

You will need to sign up online at: <https://www.gov.uk/dbs-update-service> . The cost for the update service is currently £16 a year. You can register whilst the application is being processed using your application reference number which starts E0. You can also register within 30 days of the DBS certificate being issued using your certificate number from the top right of the certificate.

Once you are signed up it is important that you keep your copy of your original DBS certificate in a safe place as you may need to show it to us or any other authority that requires a DBS check.

What identity documents can be used to complete the ID check?

Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. **One document must verify the applicant's current address.**

List of Valid Identity Documents

Group 1 – Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man, and Channel Islands)
- Birth Certificate - issued within 12 months of birth (UK, Isle of Man, and Channel Islands)
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government Documents

- Current Photo Driving Licence - All countries outside the UK (excluding Isle of Man and Channel Islands))
- Current Driving licence - paper version (if issued before 1998) UK, Isle of Man, and Channel Islands
- 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)
- Fire Arms Licence (UK, Isle of Man / Channel Islands)

Group 2b – Financial and Social History Documents

- Mortgage Statement (UK - issued in the last 12 months)
- Bank/Building Society Statement (UK, Channel Islands – Issued in last 3 months)
- Bank/Building Society Statement (Countries Outside of UK - Issued in last 3 months - branch must be in the country where the applicant lives and works)
- Bank/Building Society Account Opening Confirmation Letter (UK – issued in last 3 months)
- Credit Card Statement (UK – issued in last 3 months)
- Financial Statement - e.g. pension, endowment, ISA (UK - Issued in last 12 months).
- P45/P60 Statement (UK & Channel Islands - Issued in last 12 months)
- Council Tax Statement (UK & Channel Islands - Issued in last 12 months)
- Utility Bill (UK - not mobile telephone bill - Issued in last 3 months)
- Benefit Statement - e.g. Child benefit, Pension (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)
- Letter from head teacher or college principal (UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided)