

HOW TO APPLY FOR ONLINE APPLICATION FOR DBS CHECK

To make completing the application form as quick as possible, have the following information (where application) to hand:

- Dates of any name changes (mm/yyyy)
- Mothers maiden name
- Full 5 years address history including dates (mm/yyyy)
- National Insurance Number
- Passport
- Driving Licence
- Nationality Identity Card

In order to confirm your personal details you are required by the Disclosure and Barring Service (DBS) to supply a minimum of 3 identity documents.

To see a full list of ID Documents accepted for verification please go to:

<http://www.gov.uk/disclosure-barring-service-check>

REGISTRATION

1. Go to <http://gbg.onlinedisclosures.co.uk/>
2. Click **register** on the right hand side of the screen
3. Enter the Org Pin: **145145**
4. Enter your full name
5. Enter your email address and confirm it again
6. Click **Next Step**
7. Enter secret word **peterborough** (all lower case)
8. Enter/confirm the organisations name as requested
9. **Create** a password you will remember
10. **Confirm** the password by entering it again
11. Click '**complete registration**'
12. You will receive a confirmation email from GB Group

For help on how to complete your application follow the guide on the right hand side of the DBS how page.

POST OFFICE ID VERIFICATION

In order for the Post Office to verify your ID, you must take with you:

1. The ID Verification Service Sheet – available to print once you have submitted the application form.
2. The original pieces of ID selected for verification.
3. Method of payment.

To find the nearest Post Office go to <http://www.postoffice.co.uk/branch-finder> enter your postcode and select 'CRB & ID Verification Service' from the 'Select Service' field.

The post office will accept payments via cash or debit/credit card.

What happens next?

1. Application is submitted to GB Group
2. If any additional information is required, this will be requested by email
3. You will receive a copy of your Disclosure
4. Results are returned electronically for Peterborough City Council

GB Group offer phone and email support throughout the process to applicants. They can be contacted on **0845 251 5000** and onlindisclosures@gbgplc.com

REGISTERING WITH THE DBS UPDATE SERVICE

All new applications and all existing drivers who are not already registered with the DBS Update Service must register and give the Council ongoing permission to check the status of their certificate as considered necessary.

Registration costs £13 per year (payable by debit or credit card only).

How to register

Go to www.gov.uk/dbs-update-service

When signing up you can with use the application form reference or the certificate reference.

DVLA THREE YEAR CHECK

To apply online: (you will need, Driving Licence number, NI number & Post Code on driving licence)

1. Go to www.gov.uk/view-driving-licence
2. Once completed you will receive unique code that is valid for **21 days only**. You must supply the taxi licensing team with this unique code before it expires.
3. Once received, the licensing team will access the DVLA system and print your details (DVLA check)