

## **How to obtain your Enhanced Disclosure & Barring Service (DBS) Certificate**

Taxi Plus are a private company who will submit your Enhanced DBS application to the Disclosure and Barring Service electronically, therefore cutting down on the time taken to process applications that were previously submitted by the Council via the postal service.

The first step is to visit the Taxi Plus website at [www.taxiplus.co.uk](http://www.taxiplus.co.uk) which will give you guidance on how to pay online for your DBS check and how to begin the application process.

You must also subscribe to the DBS Update Service. This can be done at the time you apply for your DBS certificate or up to 28 days after the issue date. You will be provided with a reference to confirm your subscription. Doing so can save you money and in some cases remove the need to complete a DBS application every 3 years.

This is a mandatory requirement and any subsequent driver or operator's licence application will not be accepted unless you can show evidence of subscription to the update service.

The following link can be used to arrange DBS Update Service Subscription :

<https://secure.crbonline.gov.uk/crsc/apply?execution=e4s1>

If you do not have access to the internet you may contact Taxi Plus on 01254 355680 to advise them that you wish to make an online application and to make your payment.

As part of the application process you will need to have your identity verified. You will be notified by Taxi Plus which documents can be used for this purpose.

Due to current restrictions, your documents can only be verified by the Post Office or by sending copies or good quality images of your identification documents direct to Taxi Plus.

Your Enhanced DBS certificate will then be processed. Once it is completed it will be posted to your home address. When you receive this certificate, you will be able to proceed with your Taxi Licence Application. Further instructions will be emailed to you once your certificate is completed.