

How to apply for a DBS Police check

To be granted a licence to drive hackney carriages or private hire vehicles you must provide the Council with a new enhanced criminal record certificate which can be obtained from the Disclosure & Barring Service (DBS).

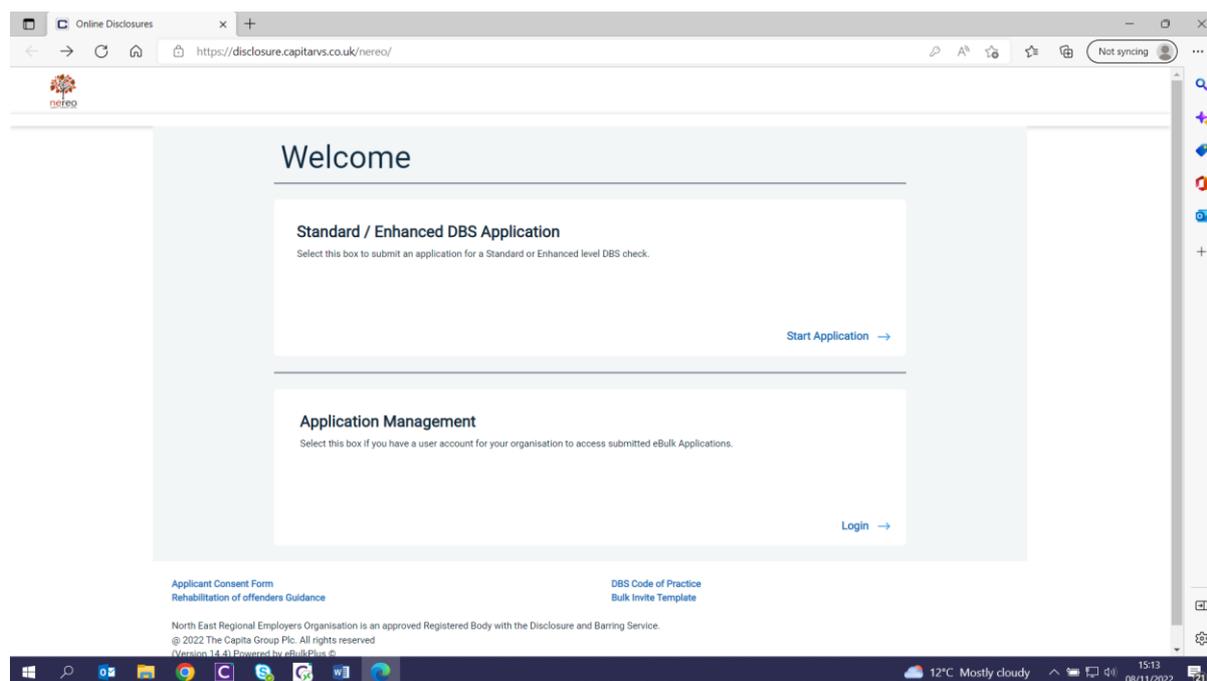
Unfortunately, DBS certificates that you may already have, cannot be accepted for your taxi driver application.

The Council's licensing policy also requires you to register with the DBS Update Service which allows the Council to check your criminal record status every six months and removes the need for you to obtain, and pay for, further DBS checks.

Please read the following notes carefully.

In order to obtain a new DBS certificate, you must make your application on line by visiting <https://disclosure.capitarvs.co.uk/nereo/>.

When you visit the site, the first page looks like this: -



Click on the orange 'Standard/Enhanced DBS Application' box. This will take you to: -

Please enter your Organisation Reference and Organisation Code to start a new application

Start New Application

Organisation Reference (*):

Organisation Code:

Enter ↵

[Applicant Consent Form](#) [Rehabilitation of ex-offenders Policy Template](#)

North East Regional Employers Organisation is an approved Registered Body with the Disclosure and Barring Service.

(Version 13.1) Powered by eBulkPlus ©

Insert the word 'TAXI' (Upper Case) in both the 'Organisation Reference' and 'Organisation Code' boxes – then press 'Enter'.

The next screen will look like this: -

NEREO Statement of Fair Processing

By accessing this website and providing NEREO with your personal details, you agree to accept and be bound by the terms of this statement of fair processing which is summarised below.

Using the IT specification supplied by the Disclosure and Barring Service (DBS), Security Watchdog has produced an online disclosure system, eBulkPlus, which is an alternative to the standard paper forms, therefore allowing you to complete your application at any location with internet access.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
2. We will ensure that all personal information supplied is held securely, in accordance with the UK Data Protection Legislation and the European General Data Protection Regulation (GDPR).
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

Please read the text on the page and, if you agree, tick the box at the bottom and then click 'Next'. The next page will look like this: -

A key requirement of the Certificate process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Certificate on you.

If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Certificate on you prior to starting your application as you may not be able to submit your application online.

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.

Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Certificate process at www.homeoffice.gov.uk/dbs.

Please note, only English language applications can be submitted online - Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring

Again, you should read the text and tick the button to say you understand and agree. Then click the 'Next' button which will take you to the following page: -

Employers Organisation

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.
Mandatory fields are denoted by (*)

Gender (*):

Title (*):

Forename (*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (*):

Date of birth (*):

NI Number:

Information

Middle Names
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.
Failure to comply will result in delays.

Language
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

Minimum age for DBS checks
Someone who is aged under 16 at the time of application is not allowed to

On this page you must complete all of the sections and then press 'Next'. You will then be taken to the next page: -

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

Please enter your current address

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*):

Date from (*):

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

No Fixed Abode UK
If you were of no fixed abode within the UK please enter the nearest hostel

Now add your address(es) and click 'Next'. This will bring up the following screen: -

Please complete the following additional information

Place of Birth

Town (*):

County:

Country (*):

Nationality at birth (*):

Have you changed your nationality since birth? (*):

Have you changed your birth surname? (*):

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To	

Information

Change of name(s)
If you have changed your name at any time during your lifetime, you will need to provide evidence of this to the person who verifies your identification (e.g. by presenting a change of name deed and/or marriage certificate).
Please ensure that where names change they run in date order and with no gaps.

Other names
If you have used any other names at any time during your lifetime please provide them.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Complete all of the relevant sections, including details of any previous names you may have had, and click 'Next' for the next screen.

1) About You : 2) Address History : 3) Additional Info : 4) **Employment** : 5) Confirm

Please complete the fields below

Employment Details

Position Applied For (*):

Employer Name (*): HBC TAXI LICENCING

Conviction History

Please refer to: Rehabilitation of the Offenders Act. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*

***For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (*):

-- select --

Information

Position Applied For
Please insert the correct job role as supplied to you by your current/new employer.

No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.

If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

Employer Name
This has been defaulted to the organisation you are applying through but can be amended if required.

Conviction History
If you have ever been convicted of a criminal offence or received a caution, reprimand or final warning that is not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 you must

In the box 'Position Applied For', insert 'Taxi Driver'. Further down the page you are asked about any 'non-protected' convictions, cautions, reprimands or warnings you have. This section highlights a link to guidance on the Rehabilitation of Offenders Act and it is recommended that you read this before you select 'Yes' or 'No'.

Now click 'Next' for the next page which looks like the following: -

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) **Confirm**

Application Confirmation and Consent

To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.

Personal Details

Title: MR [Edit](#)

Forename: IAN

Middle Names:

Surname: HARRISON

Date of birth: 01/01/2000

Gender: MALE

NI Number: NH111111B

Contact Details

Language: ENGLISH [Edit](#)

Telephone No: 01429 523354

Email Address: aaaa@hotmail.com

You should check that all the details are correct and tick the boxes to confirm. Click 'Next'.

Application Complete

✔ Your reference number is 399HARR164916

Make a note of this reference and arrange to visit your employer or registered body to have your identification verified, you will need to bring evidence of your identity from the list shown on the right.

ID Document Rules

You will now be required to have your identity verified by the organisation requesting this Application on you in accordance with the DBS ID guidelines. In the event that your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) you will be required to complete a paper application and give your consent to have your fingerprints taken.

For a full list of acceptable forms of identification please read the document [DBS list of acceptable identification](#).

If your fingerprints are required this will require attendance at a Police Station at an appointed time and will add delay into the overall Application and recruitment process. The DBS will contact you directly and explain this process in more detail if required.

Further guidance about the DBS Application process can be accessed at www.homeoffice.gov.uk/dbs.

Exit

Information

Identity Documents
For suitable forms of identification, please read document [DBS list of acceptable identification](#).

The final page highlights your unique 'Reference Number' – please make a note of this and then call the Council on (01429) 523354 to arrange an appointment to visit the Civic Centre where you will be required to produce some documents that confirm your identity and address. You will also have to pay the cost of an Enhanced DBS certificate which is £42.

You can also call this number if you are unfamiliar with how to work on computers or if you have other questions regarding your DBS application.

DBS Update Service

Once you have received your DBS certificate you can sign up to the DBS Update Service for a cost of £13 per year, rather than £42 per year for a new, full, DBS certificate. If you do not sign up within 30 days of the certificate being printed you will be ineligible to join and will have to pay £42 for a new certificate in six months time – and every six months thereafter until you join the Update Service.

To sign up to the update service you can follow the link below:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Once you've registered, you can sign in to the Update Service to:

- add or remove a certificate
- give employers permission to check if anything's changed on your certificate
- see who's checked if anything's changed on your certificate
- view your details

You'll be able to take your DBS certificate from one job to the next, unless:

- an employer asks you to get a new certificate
- you need a certificate for a different type of 'workforce' (for example, you have an 'adult workforce' certificate and need a 'child workforce' certificate)
- you need a different level certificate (for example, you have a standard DBS certificate and need an enhanced one)

The employer can tell you what DBS certificate they need you to have

Renew your subscription

A subscription to the Update Service lasts for one year.

You can renew your subscription through the Update Service, either:

- when you first register, by choosing automatic renewal
- up to 30 days before your current subscription ends - but you cannot renew on the last day of your subscription

Please note that if you do not renew your subscription before it ends, you'll need to apply for a new DBS check and register for the Update Service again.