



## **Dft Recent Enhanced DBS Changes for the taxi/ph trade**

As a condition of licensing for a hackney carriage/private hire driver licence there is no a requirement to sign up to the DBS Update Service.

If you already subscribe the 'DBS Update Service' then you do not need to do anything else.

If you are due a DBS check then you will still need to use the third-party company GBG to carry out the check which will involve going to the post office.

This will cost £55. Please note that this is actually a discounted rate for a DBS check via a third-party where other council use different agents at a higher cost.

**As soon as you receive your certificate you will need to use the 'DBS Update Service' within four weeks because the only way to sign up is to have the reference number of that recently issued DBS certificate.**

This will cost you £13 per year.

So even though you would have paid the £55 you will need to pay the £13 to get onto the system.

### **Change of Address**

If you change your address you need to inform Licensing of this and will have to apply for a brand new DBS certificate.

### **Non- Licensed Drivers but named on the licence**

All persons named on the vehicle licence but not licensed as driver are now having to undergo a basic DBS check and will now be included in the six monthly check as and when it is implemented. This means if your wife.. son... daughter etc is named on the licence then they will have to undergo a basic annual DBS check. Instructions on the procedure will be added shortly.

Follow the instructions as below on the DBS Updating Service website at:

<https://www.gov.uk/dbs-update-service>

When you have subscribed you will be sent a notification of this and each year a month notice that the amount will be deducted from the same card number.

The screenshot shows a web browser window with the URL [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). The page content includes:

- employers to check a DBS certificate**  
The service is for standard and enhanced DBS checks only.  
You need to [request a new DBS check](#) in a different way.
- Register**  
You need to [register for the Update Service](#). (A red arrow points to this link.)  
It costs £13 per year and you can pay by debit or credit card. There's no charge if you're a volunteer.
- If you are in the process of getting a standard or enhanced DBS check**  
You will need your application reference number (called 'form ref' on your application form).  
DBS must receive your application form within 28 days.  
You can use the [DBS tracking service](#) to check the progress of your DBS certificate.
- If you already have a standard or enhanced DBS certificate**

On the right side of the page, there are links for [role](#), [Check someone's criminal record as an employer](#), and [Get a criminal record check to become a driving instructor](#). Below these is a grey box with the heading **Brexit** and a link [Check what you need to do](#).

At the bottom left, there is a PDF icon and the text "Public reports pac...pdf". At the bottom right, there is a "Show all" button with a close icon.

DBS CRSC

secure.crbonline.gov.uk/crsc/apply?execution=e1s1

Apps Bullnose MDF Archi... AHD - SANSCO 108... CPIH ANNUAL RAT... Taxi Licensing - Sea... Online Criminal Rec... Taxi Driver Online ... Taxi Licensing - Sea...



# Disclosure & Barring Service

## The Update Service



Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money.

By subscribing to this service you will be able to:

- Add/Remove DBS Applications/Certificates.
- View the organisations who have checked the status of your Certificate(s).
- Amend your contact and payment details.

### Subscribe

All fields must be completed unless stated as optional

Surname

Gender

Date of birth   
DD/MM/YYYY

Email address

Confirm email address

[Why do you need my email address?](#)

Mobile phone number (optional)

**Change to 'Use certificate number' then input the reference number from DBS certificate Application number**

[What's this?](#) [Use my Application reference instead](#)

Does the above Application/Certificate relate to a voluntary position?

The DBS defines a volunteer as:  
A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.

For guidance on what qualifies as a voluntary position [see here](#).

or Cancel

