



ONLINE DBS APPLICATION – APPLICANT GUIDANCE

Guildford Borough Council has signed up to a provider, Online Disclosures which will allow driver's to complete their Disclosure and Barring Service (DBS) application online. This will allow you to complete your application and verify your documents at your convenience. In most cases you should receive their DBS certificate more quickly allowing you to bring this in with your application. If you are renewing your driver's licence, we would recommend that you apply for your DBS at least 10 weeks before the date your licence is due to expire.

The cost for this service, including verification of documents at a Post Office is: £60.20. This fee is payable to the Post Office.

BEFORE YOU START YOUR APPLICATION YOU WILL NEED:

- An email address
- Access to a printer

TO START YOUR ONLINE DBS APPLICATION:

1. Go to: <https://gbg.onlinedisclosures.co.uk/>
2. Click **Register** on the right hand side of the screen
3. Enter the Organisation PIN: 145527
4. The secret word should you require it is: Guildfordbc16
5. Enter your full name and your email address. Confirm this by entering it again
6. Click **Next Step**
7. **Create** a memorable password
8. **Confirm** the password by entering it again
9. Click **Complete Registration**

TO COMPLETE THE APPLICATION:

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

- Mother's Maiden Name
- Full 5 year address history including dates (mm/yyyy)
- National Insurance Number
- Passport
- Driving Licence
- National Identity Card

CONFIRMATION OF YOUR PERSONAL DETAILS:

In order to confirm your personal details you are required by the DBS to supply a minimum of 3 identity documents. To see the full list of ID documents accepted for verification please go to:

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

IDENTIFICATION VERIFICATION AND PAYMENT

In order to verify your ID, you must take your documents to the Post Office to be verified. The Post Office will also collect your payment at this time.

To find the nearest Post Office go to: <http://www.parcelforce.com/branch-finder>

Enter your postcode and select 'CRB & ID Verification Service' from the 'Service Required' field.

You must take the following items with you:

- The ID Verification Service sheet – available to print once you have submitted the application form.
- The original pieces of ID selected for verification
- Method of payment. The Post Office will accept payments via cash or debit/credit card.

The Post Office will be unable to verify your ID if the original documents do not match what you entered on the application form. If this happens, please contact the Online Disclosures Team who will reject the application for you so you can simply login, amend the details and print out a new ID Verification Service form.

ANY QUESTIONS?

There is a detailed applicant user guide available at: <https://gbg.onlinedisclosures.co.uk/>

Click on **Application help** towards the bottom right of the screen.

Should you have any difficulties or problems with the online DBS application, Online Disclosures have a dedicated help centre who should be contacted in the first instance.

Helpdesk Telephone: 0845 251 5000

Opening Times: 8.30am to 5.30pm Monday to Friday

Email: onlinedisclosures@gbgplc.com

Data and Barring Service (DBS) Update Service

Alternatively you can subscribe to the DBS Update Service which allows:

- applicants to keep their DBS certificates up to date

The service is for standard and enhanced DBS checks only More information can be found at <https://www.gov.uk/dbs-update-service>

If applicants use this service, we require the attached consent and declaration form to be provided with their application.



GUILDFORD
B O R O U G H

Consent and Declaration

I authorise Guildford Borough Council to carry out update checks of my DBS record at any time when I:

1. make an application for a taxi or private hire licence with Guildford Borough Council,
2. hold a taxi or private hire licence issued by Guildford Borough Council,
3. remain signed up to the DBS update service,

If I want to revoke this permission, I understand I must do so in writing to Guildford Borough Council.

Should I revoke this permission or should the status of my DBS certificate change, I understand that Guildford Borough Council may request that I apply for a new DBS certificate at my expense, and that the Council may suspend my licence pending receipt of my DBS record.

Full Name (Printed):	
Date of Birth (dd/mm/yyyy):	
DBS Certificate Number (12 digit number):	
DBS Certificate Issue Date (dd/mm/yyyy):	
Signature:	
Dated:	