

## COMPLETING THE APPLICATION FORM FOR A DBS CHECK

In order to process your application, we require you to complete the DBS application form online.

To do this, you will need access to a PC, or other device with internet access.

**If you cannot access a computer or cannot use your mobile device to complete the online form, you can get online at City Hall. Then use the link:-:-**

Log in details are case sensitive

Organisation Reference: **SUNDCC**

Organisation Group Reference: **SUNLICEN**

The application is a simple 5 step process, please complete all of the fields following the on-screen instructions.

In section 4 where it states Position applied for, please state **HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER**.

Upon completion of the DBS online application you will be required to produce your identity documents at City Hall

### Verification of Evidence of Identity

Please find below original documentation that the Disclosure & Barring Service have requested you supply.

#### One of the following:

Passport

Driving Licence: photo card type

#### As many of the following as possible:

Original birth certificate (or similar official document if born outside the UK)

Paper driving licence (if not issued with the photocard type driving licence)

P45 / P60 statement

Non – original birth certificate

Marriage certificate

#### And one or two proofs of address, for example:

Recent utility bill

Recent credit card statement

Recent bank statement

Recent mortgage statement

Recent insurance statement

### Hackney Carriage and Private Hire Driver Licensing – submission of documents for verification

<b>Customer Service Centre</b> City Hall Plater Way Sunderland	Monday to 10am – 12 noon & 2pm – 4pm
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