

HOW DO I SUBSCRIBE

Subscribing is quick and simple.

Go to www.gov.uk/dbs-update-service and enter your DBS application form number (*within 28 days of completing your application*) or DBS certificate number (*within 30 days of the certificate being issued*), name, date of birth and address and pay the subscription fee.

When your subscription is confirmed, make a note of your unique ID number and keep it secure.

You also need to keep the DBS certificate safe as you will need to provide this to the Licensing Authority when they undertake the online check.

RENEWING YOUR SUBSCRIPTION

A subscription to the Update Service lasts for a year. You can renew 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).

If you do not renew your subscription before it ends, you will need to apply for a new DBS check and register for the Update Service again.

This could impact on your renewal and may mean that your licence expires, in which case you would need to start the application process again.



Commercial & Licensing
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH

DBS UPDATE SERVICE

Information for
Cambridge City Council
Licensed Drivers



Cambridge City Council

T: 01223 457888
E: taxi@cambridge.gov.uk

www.cambridge.gov.uk/taxi-licensing

DBS Checks

GENERAL

The Disclosure & Barring Service (DBS) is an executive non-departmental public body sponsored by the Home Office. It aids organisations to make safer decisions and prevent unsuitable people from working with vulnerable groups including children.

Cambridge City Council as the licensing authority is registered with the DBS to carry out Criminal Record Checks which we use to assess an applicants' suitability for the role of a licensed driver. This is a role exempt from the *provisions of the Rehabilitation of Offenders Act*.

CAMBRIDGE CITY COUNCIL

An Enhanced DBS Check (DBS) will be sought upon first application for a driver's licence and every three years thereafter.

All applicants for the role of a licensed driver will need to apply for their DBS check through Cambridge City Council unless they are signed up to the relevant update service which must include the entitlement to whether the applicant is barred from working with children and working with adults.

DBS checks from other sources cannot be accepted.

PROCESS

A DBS Check will be undertaken, face to face, at an appointment with an Officer of the Council.

Following an application being made, the DBS certificate is issued directly to the applicant. *Please note that no copies are sent to Cambridge City Council.* Therefore it is the applicant's responsibility upon receipt of the certificate to present it to the Council BEFORE an application can be fully processed.

It is important to understand that if an applicants' DBS certificate is not presented to the Council as part of the renewal application prior to the expiry date of the licence, then the licence will be deemed to have expired. An applicant would then be expected to start the application process again.

Cambridge City Council would strongly recommend that all drivers to subscribe to the Update Service in order to make their future renewal process a smooth one.

THE UPDATE SERVICE

The DBS Update Service allows individuals to keep their DBS certificate up to date online, subject to an annual fee which is currently set at £13.

If you subscribe to this service, it could save you time and money; particularly if you require a DBS check for other roles or licences you may have.

Providing the level and workforce are the same you will be able to use the Update Service.

For Cambridge City Council drivers:

Level of Check: Enhanced

Workforce: Other

KEY BENEFITS

- Saves drivers time
- Saves drivers money
- One DBS certificate is all you may ever need
- No more DBS application forms to fill in
- You can take your DBS certificate from role to role within the same workforce
- You are in control of your DBS certificate
- Instant online checks of DBS certificates for the Licensing Authority
- Enhances the Council's safeguarding processes and may help reduce risks

You can find further information at

www.gov.uk/dbs