

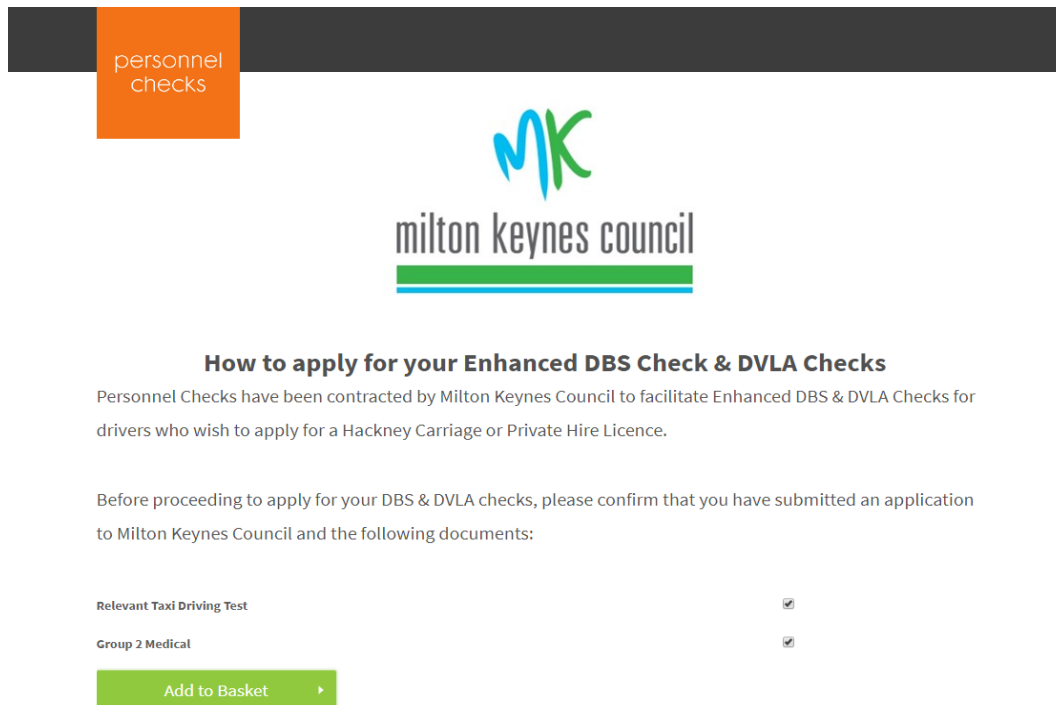
How to apply online for your DBS Enhanced Certificate

Go to the Milton Keynes Council Tax Licensing website

<https://www.milton-keynes.gov.uk/environmental-health-and-trading-standards/licensing/hackney-carriage-and-private-hire/taxi-licensing-application-forms-and-fees>

Enhanced DBS & DVLA Check

Enhanced DBS and DVLA checks are conducted by a third party supplier, Personnel Checks, at a cost of £64.00. Please apply to [Personnel Checks](#) to complete the online application and payment.



The screenshot shows a navigation bar with an orange button labeled 'personnel checks'. Below it is the Milton Keynes Council logo, which consists of the letters 'MK' in blue and green, with 'milton keynes council' in grey text below it, underlined with a green and blue bar. The main heading is 'How to apply for your Enhanced DBS Check & DVLA Checks'. The text below reads: 'Personnel Checks have been contracted by Milton Keynes Council to facilitate Enhanced DBS & DVLA Checks for drivers who wish to apply for a Hackney Carriage or Private Hire Licence. Before proceeding to apply for your DBS & DVLA checks, please confirm that you have submitted an application to Milton Keynes Council and the following documents:'. There are two checked checkboxes: 'Relevant Taxi Driving Test' and 'Group 2 Medical'. At the bottom is a green 'Add to Basket' button with a right-pointing arrow.

At the bottom of the website click Personnel checks link for the online DBS check. Please ensure you follow this link from our website so that the correct checks are completed for Hackney Carriage and Private Hire Licence holders.

Ensure that you tick that you have the Relevant Taxi Driving Test Certificate and Group 2 medical Certificate before clicking add to basket.



Basket

Item	Price	Qty	SubTotal
Milton Keynes DBS & DVLA Check	£64.00	<input type="text" value="1"/> Update	£64.00 ×

Total	£64.00	Proceed to Checkout ▶
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Please ensure before purchasing the DBS check/s that your application/s meet the [DBS Eligibility Criteria](#). Should you wish to cancel your order, or if your order is cancelled due to eligibility and you do not wish to downgrade to a lower level of check, an administration fee of £10.00 + vat will be chargeable. No extra charge will be made if you need to downgrade the level of check you have purchased, in fact, you may well be entitled to a partial refund. For more information on how we will handle your data, please view our [privacy policy](#)

Check that you have 1 x Milton Keynes DBS & DVLA Check in your basket with a total price of £64.00 and then click Proceed to check out.

You will then receive two emails from Personnel Checks. One will contain instructions and links to the DVLA checks. The second email will contain log in details for your DBS application. Follow the instructions and links contained within these emails.

Email one – Follow all the stages and links for the DVLA check

You're just 3 steps away from submitting your DBS application form...

- 1. Complete your DBS Application Form** - An email will be sent to you from donotreply@employmentcheck.org.uk with your login details along with a link to login to complete the online application form.
- 2. DVLA Check** – please find below instructions of how to access your Driving Licence information to support your Taxi/Private Licence application with Milton Keynes;
 - Click [here](#) and select 'start now'. Once you have filled in your information, if you are presented with a message which confirms that you are unable to view your information, click 'other ways to apply'.
 - Once logged into your account, select the fourth option at the top of the page which states 'get your check code'. If you do not have any active codes, click 'get a code'.
 - [Click here to send your Code to Personnel Checks](#) - **do not send via text or screenshot, these will not be accepted**. Once received, Personnel Checks will process this and send the results directly to the council.

3. ID Verification

Post Office Verification – please choose 3 documents from this [list of documents](#) and take them to a crown post office with this [post office form](#). You must take your original ID documents along with a clear photocopy of each.

To find your nearest crown post office that offers the ID Verification service please visit www.postoffice.co.uk/branch-finder

Once the photocopied documents have been verified by the post office, please then send them to us along with the post office form. You can send them by;

- Email: documents@personnelchecks.co.uk
- Whatsapp: 07909 116 233
- Post: Personnel Checks, One Cathedral Square, Cathedral Quarter, Blackburn, Lancashire BB1 1FB

What happens next?

Once Personnel Checks have received your online DBS application form, you have completed your Licence Check E-consent form and the ID Verification is complete, your Enhanced DBS Check will then be processed.

If you have any questions please don't hesitate to email us at taxi@personnelchecks.co.uk

Kind regards
The Taxi+ Team at Personnel Checks

The confidentiality and security of your information is of paramount importance to us. Please click [here](#) to view our Privacy Policy.

Email two – This email will contain a username and password for your online DBS application form. Click the link contained within the email to start your DBS application

From: noreply@employmentcheck.org.uk
To: [REDACTED]
Cc:
Subject: [EXT] DBS Application Log in Details

Sent: Fri 15/03/2019 1

This is an automated e-mail - please do not reply to this address

Welcome to Personnel Checks. We are delighted to assist you in obtaining a DBS Check and DVLA Check for your Taxi / Private Hire Licence application with Milton Keynes Council.

Please click [HERE](#) to complete your DBS application form. You will be asked to enter a username and password. Here are your login details:

Username:

Password:

When logging in we recommend that you copy and paste your username and password instead of typing them in yourself, to avoid errors.

Once logged in click on 'Complete', your application form will then appear for you to complete with your details.

The form takes approximately 10 minutes to complete and you will require the following information to hand when completing the form:

- Username and Password (above)
- Previous 5-year address history
- Full name history including middle names

What happens next?

1. DVLA Check Application Form You should have received an email from us when you first placed your order with instructions of how to submit your DVLA Check. Please complete this now if you haven't already

2. ID Verification You are required to visit a Post Office to have your documents verified. Click [here](#) to view the Post Office form which you will need to print and take with you. You will also need to take three ID documents with you (your Driving Licence along with two more documents from this list [here](#)) along with photocopies of each document. Once you have had your documents verified you will need to send the stamped, photocopied documents to Personnel Checks by one of the following methods:

- Whatsapp to 07909 116233
- Email to documents@personnelchecks.co.uk
- Post to: Personnel Checks, One Cathedral Square, Cathedral Quarter, Blackburn, BB1 1FB

Other Important Information

When completing the application form, you will be asked to provide consent for your DBS result to be shared electronically with Personnel Checks and the organisation who has requested the DBS Check. Should you choose not to provide consent, please contact Personnel Checks to discuss alternative options.

Please ensure before submitting the application that all information within the application is 100% accurate. If information is submitted incorrectly, this may result in the check being invalid and therefore another check will be required at full price. Personnel Checks do not accept responsibility for incorrectly submitted applications.



☰ Toggle Navigation

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My Applications

Application	Type	ID Verifier	Date created	Status	Details	Actions
38-238272	DBS	POST OFFICE - Ayesha Ahmed	2019-03-15 11:40:40	Waiting for Applicant	to Fill in Details	Start Application

Click on start application

DBS Disclosure Application Form 38-238272

Applicant, Your Name

Created on 15/03/2019 11... Last updated on 15/03/20...

Please take the time to check that all the details provided below are valid and current. You can return to each stage of the application in the Application Tracker Menu should you need to make any corrections.

Applicant details

Breakdown

Current Name Your name

Gender your gender

NI Number your national insurance number

Position Details OTHER WORKFORCE Taxi Driver

Organisation Milton Keynes Council

Date of Birth your date of birth

Surname at Birth your surname

Place of Birth your place of birth

Contact Number telephone number

Are you a volunteer? No

Address History

Address	Date From	Date Until
---------	-----------	------------

Your address History

Name History

Type	Name	Used From	Used Until
------	------	-----------	------------

Home

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Application Tracker

You must complete all of the sections below.

1 Details complete

2 Addresses complete

3 Names optional

4 Confirmation

Once you have completed your details on the DBS application please ensure your details are correct and all sections of the form have been completed.

The application tracker on the left hand side on the page will notify you of any missing sections.

Ensure that the position details are: **OTHER WORKFORCE Taxi Driver.**

Criminal Convictions

*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Please tick the box applicable to you. If you are unsure how to answer this question, advice can be sought from Nacro (an independent voluntary organisation working to prevent crime). Tel: 0300 123 1999 or email: helpline@nacro.org.uk

Yes No

Applicant Consent and Declaration

***Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration**

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

***Consent to obtain e-Bulk standard/enhanced check electronic result**

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

***Declaration by Applicant**

I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

Back

Submit Application

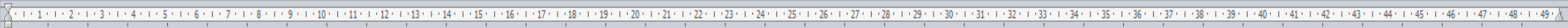
If you are happy that your details are correct and all sections are complete you can tick the consent and declarations prior to submitting your application.

Once you have completed your online DBS Application you will then receive a third email listing outstanding actions. If you have not already completed your DVLA check please refer to email one with instructions and links to complete this.

The next stage after the DVLA check and Online DBS application is to take your documents to the post office for ID verification. Email 3 contains links of the 3 documents required as well as the post office form you will need to take with you along with £10.50 fee.

From: noreply@employmentcheck.org.uk
To: your email address
Cc:
Subject: [EXT] DBS Application Update

Sent: Fri 15/03/2019 12



This is an automated e-mail - please do not reply to this address

PRIVATE & CONFIDENTIAL

Hi

Good news, you have now successfully completed your DBS Application form.

What happens next?

There are two more steps you need to take:

- 1. DVLA Check Application Form** You should have received an email from us for your driving licence check (**please ensure you have also checked junk and spam inboxes**). If you have not yet completed this, please do so now. **Send via the link on the email. Do not send via text or screenshot, these will not be accepted.**
- 2. ID Verification**

Post Office Verification – please choose 3 documents from this [list of documents](#) and take them to a crown post office with this [post office form](#). You must take your original ID documents along with a clear photocopy of each. **One of these documents must be your photo card driving licence. If you have an old style paper driving licence please chose another document with your picture on.**

To find your nearest crown post office that offers the ID Verification service please visit www.postoffice.co.uk/branch-finder

Once the photocopied documents have been verified by the post office, please then send them to us along with the post office form. You can send them by;

- Email: documents@personnelchecks.co.uk
- Whatsapp: 07909 116 233
- Post: Personnel Checks, One Cathedral Square, Cathedral Quarter, Blackburn, Lancashire BB1 1FB

If you have any questions please email us at taxi@personnelchecks.co.uk

Kind Regards,

Personnel Checks Team

How to register online for the DBS Update Service

You need to register to use the update service. You can register online using your DBS certificate number. You must do this within **30 days** of the DBS certificate being issued.

www.gov.uk/dbs-update-service and click register for update 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)

Application reference

[What's this?](#)

[Use my Certificate number 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](#).

Under application reference select use my certificate number instead, and type in your DBS certificate number

Your subscription to the update service lasts for one year. You can renew your subscription service either

- **When you first register, by choosing automatic renewal**
- **Up to 30 days before your current subscription ends. You can't renew on the last day of your subscription. You need to sign into your account to renew your subscription.**

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

The DBS update service allows applicants to keep their DBS certificate up to date and save money.

- **Subscribing to DBS service costs £13 per year: £39 for 3 years.**
- **Not Subscribing and applying for a new DBS each renewal: £64.00 + £10.50 = £74.50 every 3 years.**