

Welcome to **TAXI** PLUS

Taxi licensing specialists



TAXI
PLUS

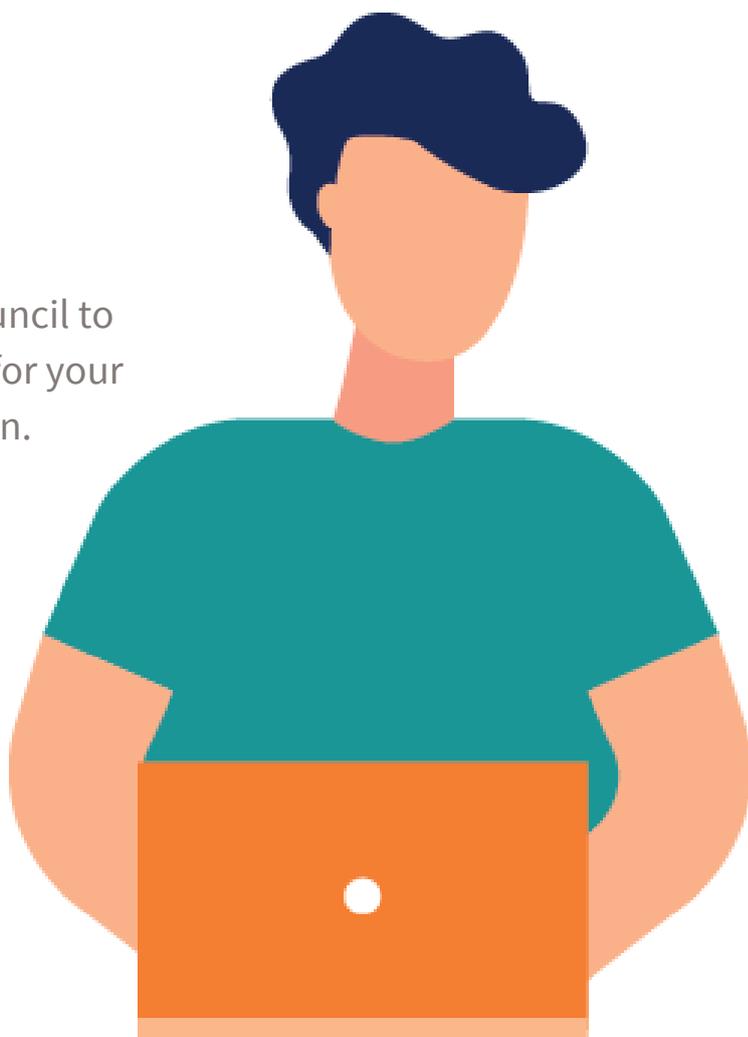
Welcome!

Welcome to TaxiPlus.

We have been appointed by your council to assist you in obtaining a DBS Check for your Taxi / Private Hire Licence application.

We work with councils across the UK providing DBS Checks, DVLA checks and Safeguarding Training.

Completing checks with us means your application is submitted faster, the check is carried out quicker and you get your licence sooner!



Getting Started

To get started with your DBS application follow the link below and search for the logo of your council:

<https://www.taxiplus.co.uk/im-a-driver>

Once you've found your councils logo, click on it, and you will be taken to a page where you can purchase your DBS Check.

Once you've purchased your DBS Check, within 1 hour, you will receive an email with comprehensive instructions on how to complete your DBS application.

Completing Your DBS Application

Once you have purchased your DBS Check and received your instruction emails you can start completing your DBS application form. Your application can be found via the link below:

<https://personnelchecks.employmentcheck.org.uk/>

This link above will also be included in your instructions email.

The DBS application form takes about 10 minutes to complete. You will need the following information when completing the form:

- Username and Password **(these will be emailed to you with your instructions)**
- Previous 5-year address history
- Full name history including middle names

Top tips when completing your form

- Copy and paste your username and password to avoid errors
- Turn off any 'Auto-fill' settings on your internet browser
- Complete the form on a computer
- Double check all the information you enter on the form. Errors can cause your application to be withdrawn



ID Verification

ID Verification is the final step before we can submit your DBS application and the check can begin.

As part of this process you will need to send us 3 forms of valid ID. You can find an up-to-date list of acceptable documents via the link below:

<https://www.taxiplus.co.uk/id-guidance>

This link above will also include information on any temporary changes to the rules around ID verification. Make sure you read it first before submitting any ID documents to us.

You can find where to send your ID documents on your instructions email. We have also included all our contact details on the next page of this guide.

Top tips for ID verification

- Use your driving licence as one of your forms of ID
- If you **are not** a UK national, we need one document confirming your nationality
- We cannot accept your badge as a form of ID
- We cannot accept DBS certificates as proof of ID



Contact Information

If you need to contact the team at TaxiPlus drop us an email to the below address:

- hello@taxiplus.co.uk

Sending Documents:

When it's time to send your ID to us in support of your application, use one of the methods below:

- **WhatsApp to 07909 116233**
- **Email to documents@taxiplus.co.uk**

You can choose to post your ID if you wish. However, we do not recommend doing this as the post is a much slower method and there is the chance of your documents being lost.

Our postal address is:

**TaxiPlus
Floor Five
One Cathedral Quarter
Blackburn
BB1 1FB**

Any other information you might need can be found on our website. Just follow the link below:

www.taxiplus.co.uk

