

DBS Application Process

The Disclosure and Barring Service (DBS)

Your original DBS certificate must meet our strict criteria in order to qualify for confirmation of fitness:

Declaration of identity

- All names must be included in full (please remember to include ALL middle names)
- Should any official identity documentation contain your mother's maiden name or father's name, please ensure that these are included
- Date of Birth (DOB) must be correct.
- If there is a variation of your date of birth over two identification documents (e.g. Passport and Driving Licence) you will need to complete a paper application form and include a letter to explain the difference. Please contact ltph@onlinedisclosures.co.uk or by telephone on 0845 251 5000 or 0115 969 4600 to request a paper application form. We also recommend that your identification documents are updated to prevent any delays to your application
- Please ensure the gender is correct. If required, the DBS offers an alternative process through the 'Sensitive Applications route'. For further information please refer to: <https://www.gov.uk/guidance/transgender-applications>

Have you been known by any other names?

- All previous forenames and surnames must be declared
- All spelling variations of given names, including any that are shortened on any official identification documents must be included
- If identity documents contain phonetic or alternative spellings of given names, these must be included
- Any titles that appear within your name or name history on your identity documents must be included

Declared home address

The address contained within a DBS application must be correct at the time the application was made. We retain the right to request for proof of residence at the time that the DBS application was made.

DBS Disclosures from other authorities

DBS certificate from third parties can only be accepted on the following conditions:

- Completed through a licensing authority where you hold a current licence or application
- An **Enhanced** disclosure
- Position applied for is 'Other workforce' - Private Hire or Taxi Driver

DBS Disclosure Certificate

The DBS certificate is an important document and the responsibility of maintaining this document rests with the applicant/driver. TfL recommends that you maintain a photocopy of your DBS application and any additional correspondence submitted once received. You must retain the original certificate once received.

TfL reserves the right to request that a new Enhanced DBS certificate is obtained if required. Please note – we accept no liability for any costs incurred.