

## 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 is **SUNLICEN**  
Password is **SCCLICDBS**

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  Tel 0191 5205550	Monday to 10am – 12 noon & 2pm – 4pm
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