

Guide to starting your application to become a licensed driver

Documents needed to submit your initial application
(once submitted you have 4 months to complete this process)

If you are signed to the DBS Update Service go straight to Step 3 and bring all documents to the office.

Step 1. Email taxidbs@cardiff.gov.uk with your Forename, Surname and Date of Birth

Step 2. We will Email you a Username and Password for you to complete the Disclosure & Barring Service form online.

Step 3. You will then receive an email asking you to call in to the Public Carriage Office so that we can verify the application. Please ensure you bring all the following relevant ID documents and the £58.50 fee with you. We require the ORIGINAL documents.

- Proof of your Right to Remain and Work in the UK or EU Settlement Scheme Share Code
- 2 recent identical Passport size Photographs
- Driving Licence
- Valid Passport or other ID (see overleaf)
- 2 x Proof of Address (Utility bill, bank statement which has *come through the post* in the last 3 months – list overleaf) **CANNOT BE PRINTED FROM THE INTERNET**
- Proof of National Insurance Number

Step 4. Once you have received your DBS Certificate, you need to register it with the Update Service. www.gov.uk/dbs-update-service, this must be done within 19 calendar days from the date it was issued. **No licence will be issued without a DBS certificate being confirmed as current and not containing any further information since the date it was issued.**

- Evidence of having successfully undertaken the SQA Qualification, **SQA Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver**

For an up to date list of SQA approved testing centres, go to <https://www.sqa.org.uk/sqa/81913.html> or contact SQA via telephone on 0345 279 1000

- Group 2 Medical Certificate completed by your Doctor.
- Disclosure & Barring Services (DBS) Certificate.
(Must be presented to us within 28 days of receiving it through the post to your home address)
- Driving Licence Check Code.
This authorises the DVLA to disclose all relevant information relating to your driver record from their computerised register.

Go ToDVLA.gov.uk or Telephone 0300 7906801

Click on View or Share your driving licence information

Click on Start Now

Enter your driving licence number

Enter your National Insurance number

Enter your Post Code

Tick "I Agree"

Click on View Now

Top Right Hand Corner – Click on "Share your licence information"

Click on Get a Code

Write down the exact code given (Upper case/lower case)

It is case sensitive, and valid for 21 days but can only be accessed once.

- Payment for the Written Knowledge Test £41.00

Proof of identity

All applicants for the grant of a hackney carriage / private hire vehicle driver's licence will be required to provide satisfactory evidence of their identity and address and to provide evidence of the right to work in the UK.

The documents must be original (not copies) and you must produce a total of three documents to verify your identity.

You must produce one document from Group 1, and a further two documents from either Group 1, 2a or 2b (one of which must verify your current address).

If you cannot provide 3 documents of identity, we will not be able to confirm your identity. In this situation you need to contact the licensing department who can provide guidance on how you may proceed.

Group 1 – Primary Trusted Identity Credentials

- Current Valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man, Channel Islands or EU)
- Birth Certificate issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (Old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside the UK at the time of application).
- Birth Certificate - issued after the time of birth (UK and Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b - Financial and social history documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)*
- Financial Statement ** e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)**
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside the UK at time of application).
- Utility Bill (UK) * - Not Mobile Telephone
- Benefit Statement * - e.g. Child Allowance, Pension.
- A document from Central Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) * - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).

* Document must be issued within the past 3 months;

** Document must be issued within the past 12 months