

How to submit an application for a DBS Certificate

Applications for an Enhanced DBS Certificate to Wirral Council are submitted online. The below guidance is designed to assist applicants in this process.

1. Go to www.dbsassist.co.uk/wirral



<p>DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION</p> <p>The applicant completes an online application form, all the required data is captured, validated and transferred securely to the DBS for processing.</p> <p>Start Application »</p>	<p>APPLICATION MANAGEMENT</p> <p>The applicant's ID is verified and the application is checked and authorised for ebulk submission for disclosure processing.</p> <p>Manage Applications »</p>
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2. Click **Start Application** and enter the following details:

Organisation Reference : **licensing**
Password : **wirral**

3. Click **Login**

4. Complete the application - use the guidance notes on the right-hand side of the screen for guidance

5. Click in the box at the bottom of the form to indicate consent

6. Click **Submit**

7. Make a note of the unique form reference number

Once your application has been submitted and received by the Licensing Authority you will be emailed with an appointment to attend the Licensing Office to submit your application for a Hackney Carriage Driver Licence/Private Hire Driver Licence.

You must bring your original ID documents to this appointment.

The DBS Application Fee (£53.50) is payable during your appointment – please note we accept card payments only.

DBS ID Requirements

3 x ID documents must be produced

Please note that only original documents can be accepted - photocopies, screenshots, or printed copies cannot be used

1 Driving licence photocard (UK, EU, EEC)

AND

2 Passport or UK full (long) birth certificate or UK Biometric Residence Permit

AND

3 One of the following:

- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)
- Mortgage Statement (UK) **less than 12 months old**
- Bank/Building Society Statement (UK) **less than 3 months old**
- Bank/Building Society account opening confirmation letter **less than 3 months old**
- Credit Card Statement (UK) **less than 3 months old**
- Financial Statement - e.g. pension, endowment, ISA (UK) **less than 12 months old**
- P45/P60 Statement (UK & Channel Islands) **less than 12 months old**
- Council Tax Statement (UK & Channel Islands) **less than 12 months old**
- Work Permit/Visa (UK) (UK Residence Permit) **valid up to expiry date ONLY**
- Utility Bill (UK) – Not Mobile Telephone **less than 3 months old**
- Benefit Statement - e.g. Child Allowance, Pension **less than 3 months old**
- A document from Central/ Local 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 **less than 3 months old**
- EU National ID Card - **must be valid**
- Cards carrying the PASS accreditation logo (UK) - **must be valid**

For a full list of acceptable ID documents for an Enhanced DBS Disclosure please visit the below website or scan the QR Code.

