



GUILDFORD  
BOROUGH



## **ONLINE DBS APPLICATION – APPLICANT GUIDANCE**

Guildford Borough Council has signed up to the service provider TaxiPlus, enabling drivers to complete their Disclosure and Barring Service (DBS) application online. This will allow you to complete your application and verify your documents at your convenience. In most cases you should receive their DBS certificate more quickly allowing you to bring this in with your application. If you are renewing your driver's licence, we would recommend that you apply for your DBS at least 10 weeks before the date your licence is due to expire.

The cost for this service, including verification of documents is: £59. This fee is payable online

**TO START YOUR ONLINE DBS APPLICATION, PLEASE FOLLOW INSTRUCTIONS ON THE BELOW LINK :**

<https://www.taxiplus.co.uk/councils/guildford-council>

### **ANY QUESTIONS?**

Should you have any difficulties or problems with the online DBS application, TaxiPlus have a help area which should be explored in the first instance. You can chat with their Customer Care ( links below) :

Online Chat : <https://www.taxiplus.co.uk/help>

Online Help Form: <https://www.taxiplus.co.uk/help>

or email [hello@taxiplus.co.uk](mailto:hello@taxiplus.co.uk)

### **Data and Barring Service (DBS) Update Service**

Subscribing to the DBS Update Service allows:

- applicants to keep their DBS certificates up to date

The service is for standard and enhanced DBS checks only More information can be found at <https://www.gov.uk/dbs-update-service>