

Applying for a DBS check as part of a Personal Licence application

Anyone applying for a Personal Licence will need to undergo a DBS Check as part of their application. Weymouth College is able to provide the Basic Disclosure check in order to support your application for a Personal Licence with the Local Authority.

What is a Basic Disclosure?

This is sometimes referred to as a Basic DBS check or basic criminal record check, this is carried out by the Disclosure Barring Service for people living or working in England and Wales. This will search for any unspent criminal convictions and conditional cautions on an individual's criminal history.

How to apply for a Basic Disclosure?

Weymouth College can provide this service for any learners who have studied and achieved the Level 2 Personal Licence Holders qualification with them. Appointments can be booked directly with the Dorset Training Academy Team on 01305 764748 or via email dta@weymouth.ac.uk Appointments will last approx. 1 hour and will cost £55.

What will you need for a Basic Disclosure?

- Your current full name and address
- Any other names you have used, along with dates you started and stopped using them
- A full and continuous address history for the past 5 years, including UK postcodes, where applicable
- Your passport details, if you have one
- Your UK driving licence details, if you have one
- Your UK National Insurance Number, if you have one

You will be required to bring documentation into the appointment to verify the above information and a detailed list of suitable documents is available on request.