

TAXI AND PRIVATE HIRE CAR DRIVERS – DOCUMENT CHECKS

(FAQs)

We have collated a list of frequently asked questions that the Licensing Service have been asked on a regular basis about document checks. Please note, the information below is for information and guidance purposes only and does not constitute legal advice

Q1 When do the Face to Face Driver checks start and where are they being undertaken?

A They will be starting on Monday 26 June and will be undertaken at the Vehicle Examination Centre, Murrayburn Depot, 33 Murrayburn Road, EH14 2TF

Q2 Do I need to book an appointment?

A No you can just turn up, the times when Checks will be undertaken is Monday to Thursday 08.30 to 17.00 and Friday 08.30 to 15.55.

Q3 Who needs to undertake the Face to Face Driver Document Checks:

A All applicants for Taxi or Private Hire Driver Licenses, both New and Renewal

Q4 Can I submit a Taxi or Private Hire Driver Licence application before undertaking the face to face check?:

A No, the check needs to be completed ahead of submitting any application

Q5 For the Driver Face to Face checks, what documents do I need to bring along?

A A fully completed application form (can be done at Vehicle Examination Centre if required), debit/credit payment card (cannot accept cheques or cash), paper driving licence and/or photo card ID Badge, Right to Work in UK document (or valid share code), Verified Overseas Criminal Convictions Check (if required).

Q6 Do I need to bring along original documents?

A Yes.

Q7 Who needs to provide a Verified Overseas Criminal Convictions Check?

A Any New Taxi or Private Hire Driver applicant who was born out with the UK must present a verified check from their country of origin and must provide for any other country they have resided in for 6 months or more, any applicant born in the UK who has resided in an overseas country for 6 months or more. Also any Driver Renewal Licence applicants must provide a Convictions Check any country they have resided in for 6 months or more since previous licence application

Q8 Can you explain a bit more about the Verified Overseas Criminal Convictions Check?

A The Convictions Check should be obtained within 6 months of the date you submit your application. If they are obtained more than 6 months before you submit your application, you will be asked to request an up to date convictions check and a new certification. The checks must be translated into English and verified by the relevant UK Based Embassy or High Commission. The link below provides further detail on how to obtain these checks

[Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Q9 What if I do not have all the required and verified documents?

A Please do not arrive at the Vehicle Examination Centre without all the required and verified documents as you will only be asked to return when you have obtained them. Any application without all required supporting documents cannot be accepted and progressed

Q10 Do I need to bring a photograph?

A No, Licensing Staff will take your photograph during your appointment

Q11 can I ask an agent to submit my documents on my behalf?

A A successful Face to Face Document check will need to take place prior to submission. Contact will be made by Licensing Staff to the Agent following the document check to confirm the outcome.