

**Authorisation for Bracknell Forest Council to take copy of DBS Disclosure Certificate**

The DBS no longer provides Bracknell Forest Council with a copy of your DBS disclosure. In accordance with DBS guidance we need you to authorise the Customer Service Centre to take a copy so that this can be passed to Licensing for us to update our records.

If you choose not to authorise us to take a copy, we will be unable to update our records and **this may result in either a delay to your application, or the suspension of your licence.**

Please note that we will ensure any copies of DBS disclosures are kept in a secure location and that the copies are securely destroyed once our records have been updated.

Do you work on any Council Home to School Transport Contracts?	YES / NO (please delete as applicable)
Do you work for a private hire operator that is contracted to supply Occasional Transport Services to the Council?	YES / NO (please delete as applicable)
<b>If you answer yes to either of the above, we will notify the Bracknell Forest Council Integrated Transport Unit that we will be taking a copy of your disclosure, and they may contact you separately to request to see the document.</b>	

**NB This document must be signed by the person to whom the disclosure relates.**

I hereby certify that I agree to Bracknell Forest Council making a photocopy of my DBS disclosure in order for this to be passed to the relevant officer to update my licence records.

Signature.....

Print full name.....

Date signed.....