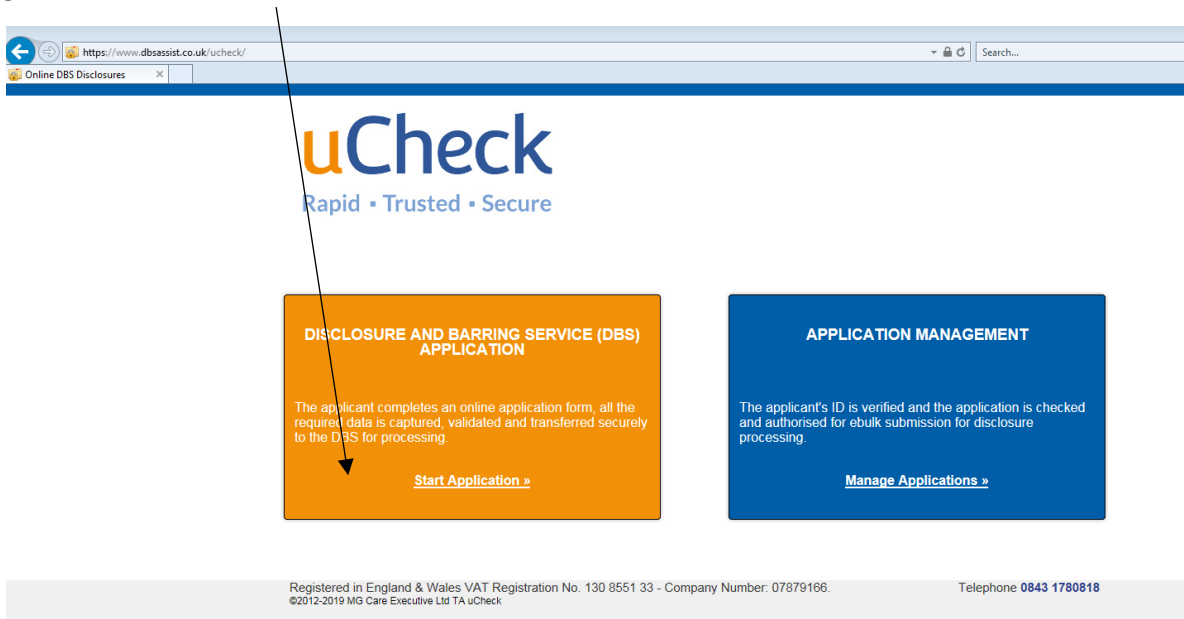


This guide is to help you apply for your DBS check and obtain a DBS certificate which is required for your Hackney or Private Hire application.

Step 1: Go to the website www.dbsassist.co.uk/ucheck/ where you will see this screen. Click on 'Start Application' in the orange box.



Step 2: On the next screen, enter the login details below and then click login;

- Organisation reference (Capital letters); EAST25
- Password (lower case); easttwentyfive

Step 3: Fill in the form with your details. Guidance notes are on the right of the form and are split into five sections. Below are a few points to note when completing the form;

- Section 1 – take care you include all your names including any middle names. These must match the names on your ID that you show us later.
- Section 2 – enter all the addresses you have lived at over the last 5 years starting with the most recent. Click 'Add' to enter previous addresses one by one in chronological order, leaving no gaps.
- Section 3 – if you have been known by any other names enter them here and click 'Add' to record them on your form. Enter your birth details and conviction history.
- Section 4 – the 'DBS Assist Application Consent' appears for you to read. You will need to tick the boxes to confirm you have read and understand the statement, then enter your name in the signature box.
- Section 5 – check the information you have entered is correct and click 'Submit'.

Step 4: Make a note of your DBS reference number which appears in the green box. You will then need to contact us on 01404 515616 to make payment for your DBS application and to make an appointment to show us your ID so that we can progress your application.