

Disclosure and Barring Service Guidance Notes

Certificate of Good Conduct

If you have not lived in the Isle of Man or United Kingdom for the last 5 years, or you are a British National who has lived abroad for a period of 3 months or more within the last 5 year period, you are required to obtain a "Certificate of Good Conduct" from the country where you have lived.

The applicant must obtain and pay for a "Certificate of Good Conduct" by contacting the Embassy of that country. If the document is not provided in English the applicant is required to pay for the document to be translated using a certified translator.

You should bring the "Certificate of Good Conduct" with you when you attend the RTALC office to complete your DBS application. Failure to obtain this Certificate may result in your application being rejected.

DBS Certificate

All new and renewal applications for a PPV Driver Licence require applicants to have obtained an enhanced level police vetting report via the Disclosure and Barring Service ("DBS") within 6 months prior to their application being submitted.

The DBS application must be completed at the RTALC office in person and will involve the completion of an online application form with the assistance of a member of the RTALC. Please call 651564 or email rtlc@gov.im to make an appointment.

You are required to bring three separate documents with you to prove your identity. One of the documents must show your current address. A list of acceptable documents follows:

- Passport
- Utility Bill (not mobile phone) less than 3 months old
- Income Tax/Rates Demand
- Bank/Credit Card statement less than 3 months old
- Birth Certificate
- Marriage/Civil Partnership Certificate

This list is not exhaustive and other documents may be acceptable. Please contact the RTALC office on 651564 for advice.

Please note that you if you have a **current passport** you must bring it with you as the DBS application cannot proceed without your passport number.

The DBS application form also requires your **National Insurance number**. Again, the application cannot proceed without this number. You will also be asked to provide a **five-year address history**, so you should prepare for this, especially if you have lived at several addresses during the past five years.

The fee for a DBS application is currently £49.05, payable by debit/credit card directly to the online provider (CareCheck).

Please note that you should allow several weeks for the return of your DBS Certificate although it will hopefully come back to you within three weeks.

Personal Information

You may request erasure, restrictions or amendment of your details at any time if you no longer wish us to process your application.

Full details of how and why the RTLC processes your personal information are contained in our Privacy Policy which is available here <https://www.gov.im/about-the-government/offices/road-transport-licensing-committee/privacy-notice/> or a hard copy can be sent if you prefer.