

## **Foreign Convictions Check Policy**

### **New applicants for taxi or private hire car driver's licences who were born or have been resident outside the UK for 12 months or more**

For applicants seeking a new licence, and who were born or have been resident outside the UK for 12 months or more in the last 10 years, there must be produced with the application form documentation in relation to criminal record checks.

Applicants need to provide:

- Where any person who is named on the application form was born outwith the United Kingdom, a criminal record check must be provided from their country of origin. They must also provide a criminal record check from any other country in which they have been resident for twelve months or more.
- If they were born in the United Kingdom but have lived in any other country or countries for twelve months or more, they must provide a criminal record check from these countries.

In all cases, the criminal record check provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

If an applicant was born outwith the United Kingdom, or lived outwith the United Kingdom for a period of 12 months but is unable to obtain a foreign conviction check, they can request that the licensing authority accept alternative evidence regarding their foreign convictions. The applicant should submit this request in writing along with evidence of any attempts that have been made to obtain a criminal record check from the country of origin, or evidence of why this is not possible.

*The Principal Solicitor will determine whether alternative evidence can be accepted, and their decision will be final.*