

Guidance Notes - Application Process

Note this Guidance applies to taxi and private hire drivers.

Original documents need to be submitted together with the application form. All original documentation will be photocopied by the Council on receipt of the application and returned to the applicant.

You should be aware that any application which does not comply with the requirements described below will be treated as incomplete, and therefore will not be processed.

For more information please contact the Licensing team at licensing@moray.gov.uk.

Criminal Records Checks

If you are making an application you must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country for six months or more you must provide a Criminal Record Check from those countries.
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for your time of residence there. You must also provide a Criminal Record Check from any other country in which you have resided for six months or more.

In all cases, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission.

Process for Obtaining Criminal Records Checks

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

[Countries A to F: applying for a criminal records check for someone from overseas](#)

[Countries G to P: applying for a criminal records check for someone from overseas](#)

[Countries Q to Z: applying for a criminal records check for someone from overseas](#)

Evidence of Right to Work

If you are making an application you must provide evidence of your right to work in the UK:

- **If you are a British Citizen** please provide your current passport with the application. If you do not have a current passport, please provide your birth certificate and either your National Insurance Card or most up to date P60/P45.
- **If you are an EU National** please provide your passport or National Identity Card with the application.

- **If you are not a British Citizen or an EU National**, please provide your passport and residence permit confirming your immigration status and right to work in the UK.