



## **Post Office<sup>®</sup> 'Check and Send' Service**

A new service is being offered to make it easier to apply for private hire driver licences and taxi driver licence renewals. The service will be available nearer home for most applicants and will avoid delays in processing caused by mistakes in the application forms.

The Post Office<sup>®</sup> will be providing a Check and Send service on behalf of the Public Carriage Office for applicants applying for private hire and taxi driver licences.

The service will commence on **1 October 2007**, and will be available at selected branches in the Greater London Area.

The name and address of your nearest Post Office<sup>®</sup> branch offering this service can be found on the Post Office<sup>®</sup> website at [www.postoffice.co.uk/portal/po/finder](http://www.postoffice.co.uk/portal/po/finder)

The Post Office<sup>®</sup> will provide the service for the following types of applications.

- New private hire driver applications.
- Private hire driver renewal applications.
- Taxi driver renewal applications.

The service will not be available for new taxi driver applicants.

**For a handling charge of £7, the Post Office<sup>®</sup> will:**

- ensure that applications have been checked for completion;
- ensure that all supporting documents have been included together with the full payment for the application fee and CRB check **Please note** cheques will not be accepted. The Post Office<sup>®</sup> will accept credit/debit cards and cash.
- provide a receipt; and
- send your application and all other relevant information directly to the PCO on the same day, **please note** the cost of postage is additional.

Guidance regarding the documents and further information that will be needed at the Post Office will be included in application packs and will be available on the PCO website.

It is strongly recommended that applicants use this service as a very high proportion of driver applications have to be returned to applicants because of avoidable errors on forms sent to the PCO. These lead to delays and understandable frustration for applicants.

Information about the Check and Send service is available on our website [www.tfl.gov.uk/pco/postoffice](http://www.tfl.gov.uk/pco/postoffice).

A handwritten signature in black ink, appearing to read 'D. Stock', with a stylized flourish at the end.

**Dave Stock**  
**Head of Service Delivery**

**20 September 2007**