Driver Renewal Flowchart Renewal Reminder letter sent out to 16 weeks prior to the expiry date of the driver licence. Courtesy email reminder sent 12 weeks prior to the expiry date of the driver licence **DBS Check** DBS Check **DBS Check NOT** Required Required Required (not subscribed (subscribed to to the DBS the DBS Update Update Service) Service) Book Book (DBS) Book (DBS) Appointment for Appointment for Appointment for at least 2 weeks 8 weeks prior to 2 weeks prior to prior to the the expiry date the expiry date expiry date of of the licence of the licence the licence Attend (DBS) Attend (DBS) Attend appointment appointment appointment with the with the with the necessary necessary necessary documentation documentation documentation and payment and payment and payment (as denoted in (as denoted in (as denoted in Appendix N of Appendix N of Appendix N of the Handbook) the Handbook) the Handbook) Submit DBS certificate to Licensing Office at least 10 days prior to the expiry date of the licence Licence and Badge Issued