

APPLICATION TO RENEW REGISTRATION AS A CHAPERONE

To apply for a chaperone licence through Leicestershire County Council you must be a Leicestershire resident. Residents of other authorities (e.g. Leicester City) must apply directly to them.

You are required to do the following:

- Complete the online application form
- Once you have submitted your online application we will get in touch with you to arrange an appointment to see a Licensing Officer. This will be to present your ID documents or DBS (Disclosure and Barring) Certificate, and for a short, informal interview.

Please be aware that chaperone licences can take up to 12 weeks to process, from the date of the appointment. Therefore, please apply in plenty of time, bearing in mind that appointments may not be immediately available. (If you do not receive your chaperone badge within 2 months of submitting this form to us, please contact us on the above telephone number to check progress).

The appointment will last approximately 30 minutes and, unless you are informed otherwise, will take place at:

Main Reception
Leicestershire County Council
County Hall
Glenfield
Leicestershire
LE3 8RA

You will need to bring with you:

- Relevant identification documents or DBS certificate (see below)
- Payment

Photographs

If your appearance has not noticeably changed, you may use your existing photograph.

If you are providing a photograph, you will need one passport sized photograph (it does not need to meet passport conditions) to upload to the online application form.

Documents

The documents need to be **originals**, photocopies will not be accepted. The ID documents you need to bring with you are as follows:

One document from the following group:

- Current valid Passport
- UK, Isle of Man, Channel Islands or EU Driving licence (photo card)
- Birth Certificate (the original one issued at the time of your birth)
- Adoption Certificate

PLUS

Two documents from the following group, (1 of which must verify current address):

- Current UK, Isle of Man, Channel Islands or EU driving licence (old paper licence)
- Birth Certificate, UK or Channel Islands (issued after time of birth by Registrars)
- Marriage/Civil Partnership Certificate (UK or Channel Islands)
- Adoption Certificate, UK
- Mortgage Statement (original only – issued in last 12 months)
- Credit Card Statement (original only – issued in last 3 months)
- P45/P60 Statement (original only – issued in last 12 months)
- Council Tax Statement (original only – issued in last 12 months)
- Utility Bill – not mobile telephone (original only– issued in last 3 months)
- Bank/Building Society Statement (original only– issued in last 3 months)
- Document from HMRC or DWP (UK or Channel Islands) – issued in last 3 months

Find [further information regarding identification documentation required](#) (Gov.uk)

When you don't need to bring ID documents

If you currently hold an Enhanced DBS certificate, checked against the DBS Children's Barred List, that has been issued within the past year by Leicestershire County Council (on your certificate this will appear as the Registered Body being East Midlands Shared Services), please bring the **original** copy of your certificate for verification.

If you subscribe annually to the DBS Update Service, please bring the **original** DBS certificate that the update is linked to.

If you hold either of the documents above, then you will not need to bring any payment (outlined below) with you.

Payment

The charge for volunteer chaperones is £8.40, and the charge for professional (paid) chaperones is £48.40.

Payment can only be accepted either by exact cash, or by cheque (payable to Leicestershire County Council).