Replacement / Additional OCC Transport Badge Request

Completed forms to be emailed to transport.safeguarding@oxfordshire.gov.uk (one request per email)

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| **Reason for Badge Request** | Please mark ‘**X**’ in relevant box below |
| **Lost OCC Transport Badge**  |  |
| **Damaged OCC Transport Badge** |  |
| **Change of Service Provider:** Sole Employment* If the applicant is now solely employed by a new Service provider, the additional badge request will need to be submitted by the new Service Provider along with the applicant’s consent and photographic evidence that **all** their previous badges have been cut up and are no longer in use.
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| **Change of Service Provider:** Joint Employment* If a driver/pa holds more than 3 badges already, the applicant must give up all but 2 of these existing badges; it is the applicants’ decision which badges they choose to keep.
* Service providers will need to submit this additional badge request along with the applicant’s consent and photographic evidence that all other badges have been cut up and are no longer in use.
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| **Change of Role** – (e.g. Passenger Assistant to Driver)* Service providers must submit this badging request along with a photo of the applicants’ taxi licence and/or driver qualification card (front and back)
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| **Badge Extension** – (Extended Right to Work document)* Service providers must submit this badging request along the new Right to Work document. If valid, a new badge will be printed for the remaining 3-year DBS period (or to the new right to work expiry date if this is sooner).
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| **OTHER (Please Specify):** |

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| **Applicant Information** |  |
| Forename |  |
| Middle Name(s) |  |
| Surname |  |
| Date of Birth |  |

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| **Service Provider Information** |  |
| Full Company Name |  |
| Company Email Address |  |
| What Job Role will the applicant hold at your company? ***(delete as applicable)*** | Driver Only Driver/Passenger AssistantPassenger Assistant Only |