Guidance to Applicants and Medical Practitioners on completing and returning the Medical Certificate

**Applicant Guidance**

From January 2023 you will have the choice on who conducts your Group 2 Medical Check. As well as still being able to attend the Occupational Health Department at Sandwell Hospital, you will also now be able to have your medical carried out by your own doctor or any GMC registered Medical Practitioner if they offer this service. Please note that any fees for conducting the medical are payable by you and that Sandwell Council will not get involved in any disputes over payments of fees or charges set by the provider.

When you attend your appointment with your chosen provider you must show two forms of identification to prove your identity – further information on the documents that are acceptable can be found on the Certificate that has to be returned.

You must also ensure that the medical examiner has access to a minimum of the most recent 2 years of your medical history. It is your responsibility, if you are not using your own doctor, to provide this information when you attend for your examination.

The completed medical form results must be submitted to Sandwell Council by the applicant immediately following their appointment. Forms should be submitted to [taxi\_licensing@sandwell.gov.uk](mailto:taxi_licensing@sandwell.gov.uk) and should in the subject line include the word medical and your driver badge number or your application reference number. Please note that you only have to send the results page and not the full medical. In the event that the whole form is received only the results page will be retained and any other pages received will be deleted.

Certificates that have not been signed by the doctor completing the check, that do not have the doctor GMC Reference number and for medical practioners do not contain the practice address and phone number or practice stamp will not be accepted.

**Medical Practitioner Guidance**

The medical must be completed in person/face to face and **not** remotely eg. By Zoom or Teams.

The applicant has been asked to bring proof of identity with them to the appointment and details of what documents are considered acceptable can be found on the attached medical form. You will need to indicate on the certificate, which documents you have seen. You must have seen one document from type one, and one document from type 2. You will also be asked to confirm that you have reviewed a minimum of the most recent 2 years medical records for the applicant when making the assessment.

Sandwell Council only require the one-page Certificate to be returned and this should be submitted by the applicant to the following email address taxi\_licensing@sandwell.gov.uk

Please do not send the completed Group 2 medical form. Details of the check to be conducted can be found by following the link on the certificate.

Certificates that have not been signed by the doctor completing the check, that do not have the doctor GMC Reference number and for medical practitioners do not contain the practice address and phone number or practice stamp will not be accepted.