



Information needed for DBS completion

1. Title
2. Full name
3. Current address and postcode
4. Date of birth
5. Month and year moved into present address (sometimes people cannot remember the month – I have in the past guessed as I haven't been able to do anything else. It seems to have worked so far!)
6. Their gender
7. Their volunteering role
8. Any other surname or forenames ever used and the years that these names were used for. (eg, a maiden name)
9. Place of birth including town/city and county/district. If necessary the country.
10. Nationality
11. If needed, additional addresses that have been held for the last 5 years – We need the full address and postcode and month/year at each.
12. We need confirmation as to whether they have any convictions etc, confirmation that the information is true and correct and confirmation that they consent to the DBS doing their check. I have copied and pasted this part of the form onto the end of the document so that the individuals can read it and sign it. This can then be scanned and kept in their file. I am aware we will be clicking these boxes without them being there and this may not be ideal.
13. I.D verification: any 3 of the following will be required – one of them has to be a passport, driving license, birth certificate or biometric resident permit.
14. Passport: We need passport number, date of birth, issue date, country of issue and nationality.
15. Driving license: need license number, country of issue, date of issue.
16. Birth certificate: country of issue and issue date
17. Marriage certificate: issue date
18. P45, P60 or NI number:
19. Any household bill, bank or building society statement or item from the list I have attached. We just need confirmation that the present address is correct.

Hopefully this should be everything necessary to process the check!



DBS Confirmation Document

66. Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance? Yes No
For more information regarding the filtering rules of a criminal record please visit <https://www.gov.uk/government/collections/dbs-filtering-guidance>

68. **Declaration by Applicant**

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence. Confirm

69. **Consent of Applicant**

I consent to the DBS checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes.

Signature.....

Name (Printed).....

Date.....



APPLICANT MUST PROVIDE AT LEAST 1 GROUP 1 and 2 GROUP 2 DOCUMENTS FOR ELECTRONIC COMPLETION

Group 1 Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands Photocard style – must present both parts except Jersey
- Birth Certificate (UK or Channel Islands) issued at time of birth (12 weeks)

Group 2a Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence Valid for up to 12 months from the date the applicant entered the UK
- Birth Certificate (UK or Channel Islands) issued after time of birth – not photocopy
- Marriage/Civil Partnership Certificate (UK)
- Adoptions Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b Documents

Must be less than 3 months old

- Bank/Building Society Statement (UK)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)
- Utility Bill (UK) Not mobile phone bill
- Benefit Statement e.g. Child Allowance, Pension
- Document from Central/Local Government/Government Agency/Local Authority – DWP, Employment Service, Customs & Revenue, Job Centre Plus, Social Security

Must Be Less than 12 months old

- Mortgage Statement (UK or EEA)
- Financial Statement (UK) e.g. pension, endowment, ISA
- P45/P60 Statement (UK and Channel Islands)
- Council Tax Statement (UK and Channel Islands)
- Work Permit /Visa (UK) (UK Residence Permit)

Not Time Limited

- EU National Card
- Cards carrying the PASS accreditation logo
- Letter from head teacher/principal – 16-17 yr old FTE only in exceptional circumstances
- Non-UK/Non-EEA only – letter of Sponsorship from future employment provider – valid only for applicants residing outside of the UK at time of application