

# DBS Check Guidance

## What is a DBS check?

A DBS (Disclosure Barring Service) check is carried out by a Government agency responsible for carrying out criminal record checks. You can find out more information by [visiting their website](#)

## What are these documents used for?

The DBS system uses official documents and documents with your address on to carry out a check of your criminal record against information on the Police National Computer and other relevant databases.

## What do I need to carry out a DBS check?

All we need to carry out your DBS check are some documents and some information, as outlined below.

### Required Documents

You need to provide 3 documents in order to carry out a DBS check. At least one of them must show your current address and at least one of them must come from this list, which we call **Group 1 Documents**:

- Current Valid Passport
- UK Biometric Residence Permit
- Current Photocard Driving Licence (UK/Isle of Man/Channel Islands/EU only)
- Birth Certificate (UK/Channel Islands only)
- Adoption Certificate (UK only)

You can use more than one of these documents to carry out a check but remember that **at least one document you bring must have your current address on it**.

We can only accept original documents for a DBS check - we can't accept photocopies, scans or print offs. This is also why we have to carry out the DBS check in person.

Most people use similar documents to carry out a DBS check. Below, we've highlighted some advice around using these documents. We've also included the full list of documents we can use to carry out a DBS check. If you've read this guidance and the attached list, please get in touch with us and we'll be happy to advise you on possible next steps.

### Commonly used documents

- **Passports:** We can accept passports of any nationality, provided they are valid and in date. All passports are Group 1 documents
- **Driving licences:** We can accept valid photocard driving licences (provisional and full) from the UK and any other EU country as a Group 1 document. Please make sure that the address on the driving licence matches your current address, and that the licence is in date.

We can also accept UK paper versions of driving licences, and non-UK photocard driving licences, as proof of ID, however you would still need to provide a Group 1 document

- **Birth Certificates:** We can only accept UK and Channel Island birth certificates as proof of ID. We can accept original UK birth certificates (issued at time of birth) as Group 1 documents. If your birth certificate has been reissued you will still need to provide a Group 1 document.
- **Bank Statements:** We can only accept UK bank statements as proof of address. The statement must be no more than 3 months old on the date it is used in the check, so make sure you check this before you bring it. Please remember that we can't accept print offs of online statements. If you don't receive paper statements you can still use a bank statement as proof of address:
  - 1) Go to your local bank branch
  - 2) Ask for a printed and stamped copy of your bank statement

We can then accept this as proof of address. Please make sure that the address you use is your current address.

- **Bills:** We can accept UK utility bills, such as water, gas and electric, provided they are the original posted bills and are no more than 3 months old on the date it is used in the check. We can also accept landline telephone bills - we cannot accept mobile phone bills

There are several other documents that we can accept for a DBS check; please see the full list attached at the end of this guide.

If you are 16-19 years old, in full time education and are struggling to provide all the documents required, you can use a letter from your headteacher or college principal which establishes your full name, address and confirms that you are in full time education at their school/college. This letter must be on headed paper dated and within the current academic year. *This option can only be used in exceptional cases if other documents cannot be provided. If you think you will need to use this route we recommend you request the letter at the time you apply to volunteer with us to avoid any delays.*

## Required Information

We will ask you whether you have used any other first name or last name, and the dates that you used these names for. You don't have to bring proof of this, we just need to know the names and when you used them.

We will also ask you for 5 years of address history. Again, we don't need to see any proof of this, just the addresses and the dates you lived there. This also includes university accommodation details and any addresses you might have lived outside the UK.

## What happens next?

If we ask you to come to one of our Selection Events we'll also ask you to bring your DBS documents. This is so we can check that we can carry out a DBS check with you,

and to explain the process in person, because we know it can be confusing. Following the Selection Event, the Volunteering Manager will call you to let you know whether you have been successful, and if you have they will also arrange for you to bring your documents in and carry out the check, which takes about 20 minutes. We normally try and do these in the week of, or the week after selection event takes place.

And that's it!

Once you've carried out your DBS check there should be very little that you need to do. We'll receive an alert online that your DBS has come back, and after about 7 days from this point you should receive your copy of the certificate in the post. We don't need to see this unless there is information on it (please see the FAQ for details of what to do in this situation).

We will continue to process your vetting, and the next you hear from us should hopefully be to arrange your training!

## **FAQs**

### **I already have a DBS check, can I use this?**

It is our policy that we carry out a new DBS on all of our new volunteers to ensure a fully up-to-date certificate.

### **How long does it take to do the check?**

The DBS appointment normally takes 15-20 minutes

It can take up to 8 weeks for the check to come back, which is why we like to do them as soon as possible after the selection event. If you've had a DBS check before then it can come back quickly, however the process is external and independent and is out of our control so we are ask for your patience here.

### **I have a criminal record/my DBS has information on it, what should I do?**

If you are aware of anything that would come up on a DBS check then you should indicate this in the relevant section of the application form, and also discuss this with the person carrying out your DBS check. Having a criminal record doesn't necessarily prevent you from volunteering, so please get in touch with us if you're concerned.

Once you've let us know we can carry out the DBS check as outlined above. The only difference is when the result comes back - one of our team will get in touch with you and ask you to post your certificate to us so we can verify what you have told us matches what is on the certificate. This will take no more than a week from receiving us receiving the certificate and won't affect your start date. You will also receive your certificate back when we have checked it for our records.

## Identity Documents required for DBS Applications

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In order to process your application to the Disclosure & Barring Service you are required to produce three forms of original identification from the following lists along with a complete address history which covers the last five years, including the months and years you moved in and out, and postcodes.

One document must be from Group 1, the remaining two documents can be from any of the lists below providing that at least one document shows your current address. Some documents are only valid if they were issued within the last 3 or 12 months as indicated below.

All documents must be still valid (we can't accept any document which has expired).

### Group 1: Primary Trusted Identity Credentials

*You must provide at least one of the following five documents*

- Current valid passport
- Biometric Residence Permit (UK)
- Current photocard driving licence, full or provisional (UK/Isle of Man/Channel Islands/other EU country)
- Birth certificate (UK and Channel Islands), issued at the time of birth.
- Adoption certificate (UK and Channel Islands)

### Group 2a: Trusted Government/State Issued Documents

- Current UK driving licence (old style paper version)
- Current non-UK photo driving licence (valid for up to 12 months from the date you entered the UK)
- Birth certificate (UK and Channel Islands) issued after the time of birth by the General Register Office/relevant authority (photocopies are not acceptable)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms Licence (UK and Channel Islands)

### Group 2b: Financial/Social History Documents

- Work Permit/Visa (UK – UK Residence Permit, valid up to expiry date)
- Letter of sponsorship from future employment provider (non-UK/non-EEA only – valid only for applicants residing outside of the UK at time of application)
- EEA National ID Card
- Irish Passport (cannot be used with an Irish passport)
- Cards carrying the PASS accreditation logo (UK and Channel Islands)

#### ***The following documents must have been issued within the past 12 months***

- Mortgage statement (UK or EEA – non-EEA statements are not acceptable)
- P45/P60 statement (UK and Channel Islands)
- Council Tax statement (UK and Channel Islands)
- Financial statement, e.g. pension, endowment, ISA (UK)
- Letter from head teacher or college principal (*only for 16-19 year olds in full time education if you are unable to produce any of the other documents on this list*)

#### ***The following documents must be less than 3 months old***

- Bank/building society statement (UK and Channel Islands or EEA – non-EEA statements are not acceptable)
- Bank/building society account opening confirmation letter (UK)
- Credit card statement (UK or EEA – non-EEA statements are not acceptable)
- Electricity bill/statement (UK)
- Gas bill/statement (UK)
- Water bill/statement (UK)
- Telephone bill/statement (not mobile telephone) (UK)

- Benefit statement, e.g. Child Allowance, Pension
- A document from central/local government authority or agency giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue and Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands)