

## Guide To Completing The Disclosure and Barring Service Form

Before Completing Your Disclosure and Barring Service Application (DBS) Form Please Read The Following Guidance Notes Carefully

- Use **BLACK INK** throughout
- Use **CAPITAL LETTERS** when completing the form
- Complete all sections marked in **YELLOW**
- Write clearly and insert only one character in each box, you **must not** write over the edges of each box
- Provide all addresses where you have lived in the last five years. If you have lived overseas within this period please include these addresses
- Put a line through any mistake, and correct it to the right, **do not use correction fluid**
- Mark choices in the boxes indicated with a cross [X]
- **Do not** strike out any section of the form that is not applicable. If it is not relevant to the application then please leave it blank
- If you answer **yes** to section **a20, a22 and/or a24** you **must produce** the relevant documentation. If you cannot produce the relevant documentation you must answer **no**.
- **Please do not complete ISA Registration details in section a, line 28 and section d**
- Be sure to sign the declaration at **section e**, keeping your signature within the box provided
- **Do not** complete sections **w, x and y**
- **Do not** place any stamps or stickers on the form, i.e. featuring address or dates
- **Do not** staple any attachments to the form
- **Do not** return your form direct to the DBS

### Identification Required

#### UK and European Economic Area (EEA) Nationals: Route 1

The applicant must produce 1 document from Group 1 and 2 further documents from Group 1 or Group 2a/2b

#### If applicant cannot produce a Group 1 document the following process applies: Route 2

The applicant must produce 1 document from Group 2a and 2 further documents from Group 2a/2b one of which confirms their current address. In addition an external validation check will be carried out. If the applicant fails the external validation check they will need to go for fingerprinting which may add delay into the overall application process.

#### If neither Route 1 or Route 2 can be satisfied: Route 3

The evidence checker needs to have a discussion with the applicant as to why they could not meet the requirements of Route 1 or Route 2 and whether there has been a recent or previous change of name that has not been declared. The applicant must produce a certified copy of a UK birth certificate and 1 document from Group 2a and 3 further documents from Group 2a/2b one of which confirms their current address. If the applicant fails to provide these documents they will need to go for fingerprinting which may add a delay to the overall application process.

**Non UK / Non EEA Nationals:**

The applicant must produce a current Passport and a Biometric Residence Permit or Work Permit/Visa (UK) and 1 further document from Group 2a/2b which confirms their current address. **All Non UK/Non EEA Nationals must be validated by this route ONLY.**

**Valid Identity Documents**

Copies of ID documents must be produced with the DBS application form. You must only accept valid, current and original documentation. No photocopies or documentation printed from the internet e.g. internet bank statements should not be accepted.

Please Note All Documents Must Be In Applicants Current Name. At Least One Should Show The Applicants Current Address And At Least One Should Show The Applicants Date Of Birth. Documents must be from different organisations.

<b>Group 1 Primary Trusted Identity Credentials</b>		
<ul style="list-style-type: none"> <li>• Current Valid Passport UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)</li> <li>• Biometric Residence permit (UK)</li> <li>• Current UK Driving Licence (photo card or old style paper version) (a photo card is only valid if the individual presents it with the associated counterpart)</li> <li>• Birth Certificate (UK &amp; Channel Islands) – issued at the time of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable)</li> </ul>		
<b>Group 2a Trusted Government / State Issued Documents</b>		
<ul style="list-style-type: none"> <li>• Current Valid Passport (UK, EEA or Non-EEA)</li> <li>• Current UK Driving Licence (photo card or old style paper version) (a photo card is only valid if the individual presents it with the associated counterpart)</li> <li>• Biometric Residence Permit</li> <li>• Birth Certificate (UK &amp; Channel Islands) – issued after the time of birth by the General Register Office/relevant authority i.e. Registrars (Photocopies are not acceptable)</li> <li>• Marriage / Civil Partnership Certificate</li> <li>• Adoption Certificate (UK)</li> <li>• HM Forces ID Card (UK)</li> <li>• Firearms Licence (UK)</li> </ul>		
<b>Group 2b Financial / Social History Documents</b>		
<b>Issued within last 3 months</b>	<b>Issued within last 12 months</b>	<b>No time limit</b>
<ul style="list-style-type: none"> <li>• Bank/Building Society Statement</li> <li>• Credit Card Statement</li> <li>• Bank/Building Society Account Opening Confirmation Letter</li> <li>• Utility Bill – electricity, gas, water, telephone –NOT mobile phone contract/bill</li> <li>• Benefit Statement – e.g. Child Allowance, Pension</li> <li>• A Document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK &amp; Channel Islands): e.g. from the Department of Work and Pensions, the Employment Service, Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement</li> <li>• Financial Statement – e.g. pension, endowment, ISA (UK)</li> <li>• P45/P60 Statement (UK &amp; Channel Islands)</li> <li>• Council Tax Statement</li> <li>• Work Permit/Visa (UK) (UK Residence Permit)</li> </ul>	<ul style="list-style-type: none"> <li>• EU National ID Card</li> <li>• Cards carrying the PASS accreditation logo (UK)</li> </ul>