

Guidance Notes for DBS Enhanced Disclosure Applicant



USING IDENTITY INTELLIGENTLY

Completing the Application Form

On 1 December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure & Barring Service (DBS). GB Group plc (GBG) is an umbrella body carrying out DBS checks on behalf of the Driver & Vehicle Standards Agency (DVSA).

Please complete sections **a, b, c, e** and **x60 – 62** only.

- Follow the instructions on the front of the Application Form to complete a, b, c, and e
- To speed up processing GBG request that you also complete section **x60, x61** and **x62**
- If you answer YES to a mandatory question (marked in yellow box) you **MUST** complete the further sections as detailed
- Use a *Continuation sheet* if required for name and address history. A full five year address history is required with no gaps.

Have you?	✓
Used a black pen	
Used capital letters	
Amended any mistakes by striking through and rewriting - correction fluid must not be used	
Completed all mandatory sections highlighted in yellow	
Provided a history of all names used, including middle names, maiden name and all name changes	
Provided a full 5-year address history	
Signed and dated section e	

Please complete **x60, x61** and **x62** as detailed below:

60 not used	D O N O T U S E
61 position applied for	C H I L D W O R K F O R C E
	D R I V I N G I N S T R U C T O R
62 organisation name	D V S A

All other questions within Sections **x, y** and **z** are for **Registered Body use only**.

Proof of Identity

You need to provide three original identity documents to support your DBS application.

Where available please provide ID documents to confirm your:

- Driving Licence number
- Passport number
- National Insurance number

National Insurance number can be evidenced on P45/P60 or financial documents eg tax return. Document must confirm current address.

Alternatively, please refer to the *Evidence of ID* sheet for alternative forms of ID which can be accepted. By submitting your application using Route 2 ID documents, you are consenting to GBG carrying out the external ID validation service.

ID Verification

Post Office ID Checking Service

You can have your documents verified face-to-face at the Post Office. A fee will be charged at the Post Office for this service.*

The Post Office does not need to see your DBS Application Form.

Take the following original ID documents together with a clear and legible photocopy of each document into the Post Office, together with the Post Office ID checking service form (P6582) provided.

- Passport
- Driving Licence
- ID confirming National Insurance number (P60), or Utility Bill (must confirm current address)

The Post Office counter staff will check each document against the original, date and sign each photocopy and stamp with the words 'this copy is a true likeness of the original' on each document.

They will give you back all your documents and provide you with a receipt.

If you cannot supply the above documentation please refer to the full list of approved ID documents in the Evidence of ID section.

Please note: to use the Post Office ID checking service, at least one document must be provided from the Group 1 or Group 2a list of documents only. Please also note that due to Crown copyright, birth/adoption/marriage certificates cannot be used for this service.

To find out more and locate a Post Office near you that provides this service, visit: www.postoffice.co.uk/branch-finder and select the Document Certification Service from the list of products and services.

If you have any queries regarding ID verification options please contact the helpline on **0845 251 5000** or email DVSA@gbgplc.com

Calls cost 3p per minute plus your telephone company's network access charge

*Post Office fee for document certification service is subject to change.

Returning your application to GBG

You must now send your completed DBS Application Form, together with the appropriate ID documents to GBG using the self-adhesive label provided.

Before sealing the envelope please check that you have included:

Post Office ID Checking Service	✓
Your completed form	
Post Office Identity Checking Service form	
Post Office certified copies of ID	
Continuation sheets (if used)	

Payment:

Other than ID Checking Service fee detailed above, no further payment is required.

What happens next?

GBG checks the form for accuracy, completes the remaining sections and, where necessary, further validates your identity using the external ID validation service, records the details of the application and submits the application to DBS for further processing.

The DBS will issue your Disclosure Certificate to your home address. Where DVSA require further information to make their suitability decision they will contact you direct.

For further information visit www.gov.uk/dbs

Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24-hour messaging service is available outside of these hours.

Evidence of ID

To meet the DBS ID verification requirements, you are required to provide ID documents for verification. Where possible, this should be via the **Route 1** criteria below. Where an applicant cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** cannot be followed, **Route 3** should be followed. Fingerprints may be required for applicants unable to satisfy the three routes specified.

- At least one document must confirm the applicant’s name, DOB and address.
- Only accept valid and original documentation, no photocopies or printouts from the internet should be accepted.
- Non-EEA nationals doing paid work must have their identity validated by **Route 1A** only

	Route 1	Route 1a	Route 2	Route 3
ID Requirements	One Group 1 document <i>plus</i> Two documents from any group	ONE Primary Document <i>plus</i> TWO documents from any other group	One Group 2a document <i>plus</i> Two documents from any group. GBG will also perform an external ID validation	Birth Certificate (UK, Isle of Man and Channel Islands) <i>plus</i> One Group 2a document <i>plus</i> Three documents from any group
<ul style="list-style-type: none"> • EEA nationals who have been resident in the UK for five years or less cannot use Route 3. If they cannot validate their identity via Route 1 or 2, finger prints may be required. • Non-EEA nationals applying for paid work must use Route 1a. If they cannot meet these requirements, they cannot submit a DBS check. This is because their right to work in the UK cannot be established. • Non-EEA nationals applying for volunteer work cannot use Route 2 or 3. If they cannot establish their identity via Route 1, fingerprints may be required <p style="text-align: center;">Full details of the ID requirements can be found on the DBS website, at https://www.gov.uk/government/publications/dbs-identity-checking-guidelines</p>				

Group 1 Documents

Current valid passport
Biometric Residence Permit (UK)
Current driving licence photocard - (full or provisional), UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth, UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate. UK and Channel Islands.

Group 2a Documents

Current driving licence photocard - (full or provisional). All countries outside the EEA (excluding Isle of Man and Channel Islands).
Current driving licence (full or provisional) - paper version (if issued before 1998). UK, Isle of Man, Channel Islands and EEA.
Birth certificate - issued after time of birth. UK, Isle of Man and Channel Islands.
Marriage/civil partnership certificate. UK and Channel Islands.
Immigration document, visa or work permit. Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based.
HM Forces ID card, UK
Firearms licence, UK, Channel Islands and Isle of Man

Group 2b Documents

Issued in last 3 months	Issued in last 12 months	No age limit
<p>Bank or building society statement. UK and Channel Islands or EEA.</p> <p>Bank or building society statement. Countries outside the EEA. Branch must be in the country where the applicant lives and works</p> <p>Bank or building society account opening. (UK)</p> <p>Credit card statement. UK or EEA</p> <p>Utility Bill - mobile phone bill not acceptable (UK)</p> <p>Benefit Statement e.g. Pension (UK)</p> <p>Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) e.g. from Department for Work and Pensions.</p>	<p>Mortgage statement. UK or EEA</p> <p>Financial Statement, e.g. pension, endowment, (UK)</p> <p>P45/60 Statement (UK and Channel Islands)</p> <p>Council Tax Statement (UK and Channel Islands)</p>	<p>Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application. Must still be valid.</p> <p>EEA National ID card</p> <p>Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) .Must still be valid</p> <p>Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application). Should only be used in exceptional circumstances where other ID cannot be obtained.</p> <p>Irish Passport Card. Cannot be used with an Irish Passport. Must still be valid.</p>

Primary Documents

<p>Current Biometric Immigration Document issued by the Home Office indicating that the person named is allowed to stay indefinitely in the UK.</p> <p>Current Biometric Immigration Document issued by the Home Office which indicates that the named person can currently stay in the UK and is allowed to do the work in question.</p> <p>Passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</p> <p>Passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.</p> <p>A Certificate of Application issued by the Home Office to a family member of a EEA national or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.</p> <p>An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.</p>	<p>Current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.</p> <p>Current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.</p> <p>Current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.</p> <p>Permanent Residence Card issued by the Home Office to the family member of a national of an EEA country or Switzerland.</p> <p>Positive Verification Notice issued by the Home Office indicating the named person may stay in the UK and is permitted to do the work in question.</p>
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