

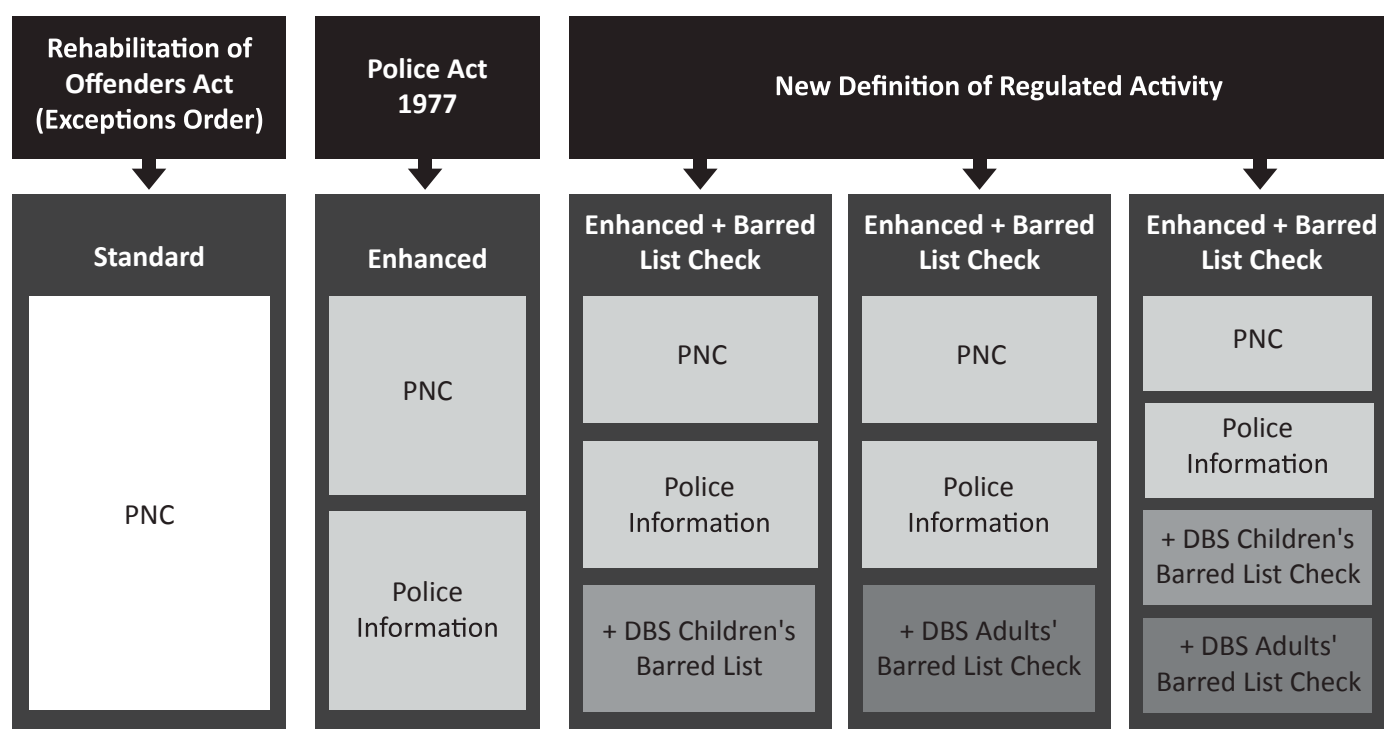
Briefing the applicant:

Brief the applicant on the type of application you require them to make:

- DBS Disclosure (Enhanced)
- DBS Disclosure (Standard)

Ensure the applicant knows why they are being asked for the application and how the information provided will be used.

Types of checks available



Regulated activity can include, but is not limited to, contact with children or vulnerable adults (e.g. teaching, training, care, supervision, advice, treatment or transport), work in a specified place (e.g. schools, registered childcare settings, care homes, etc) ... frequently or intensively. A new definition of regulated activity is available from 10 September 2012. Please refer to www.gov.uk/dbs for further information.

Give the applicant a copy of the **Guidance notes for applicant** along with an **Application Form**.

Your responsibility as an ID Evidence Checker

Check the applicant has completed the Application Form correctly. If the applicant has responded YES to a mandatory question (marked in yellow box) they MUST complete the further sections as requested.

You must confirm all of the applicant's personal details against the ID supplied. Ensure they have provided middle names and any previous names used e.g. maiden name. You must validate the current address against a document i.e. utility bill. If you have any queries please contact GBGroup for guidance as failure to fully validate the information can invalidate the Disclosure.

Sections to be completed by you:

The details below should be completed by the approved ID evidence checker for all applications.

a applicant's details

You are required to verify sufficient ID to confirm **all** the details provided by the applicant in *section a* and record the details on the *Identification Document (ID) Form*.

Once you have completed the verification process, complete the box located in *section a* of the Application Form.

Only put a cross in the boxes if you have seen the original ID document to verify the information provided by the applicant.

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

b current address

You are required to verify original ID to confirm the current address provided in *section b*. A driving licence should not be used to verify current address.

registered body use only	
current address verified?	<input checked="" type="checkbox"/>

w evidence of identity

W evidence of identity	
58 name of evidence checker	JOHN TUCKER
59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>

This section must be filled out in tandem with the verification boxes contained in sections a and b, all of which relate to the identity of the applicant.

Only original documentation should be provided by the applicant; do not accept photocopies or documents downloaded from the internet e.g. online bank statements. A full list of acceptable ID documentation is available overleaf. You are also required to complete the Identity Document (ID) Form.

x Section x 61 and 62

X apply for a DBS check	
60 not used	DO NOT USE
61 position applied for	CHILD WORKFORCE NURSERY NURSE
62 organisation name	ABC PRE-SCHOOL

If the applicant has already completed this section, ensure the details are correct.

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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Payment:

Your contract with GBGroup will determine the payment required.

Cheques should be made payable to GBGroup.

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as “Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

The applicant must not:

- Receive any payment (except for travel and other approved out-of-pocket expenses)
- Be on a work placement
- Be on a course that requires them to do this role
- Be in a trainee position that will lead to a full time role/qualification

If you are unsure if the applicant meets the definition of volunteer for the purpose of the Disclosure application please contact GBGroup for clarification. Payment may be required at a later date if an application is inappropriately submitted for a voluntary post.

Forward the application to GBGroup:

Using the address label provided, forward the application to GBGroup.

Include:

1. Application form
2. Identification Document (ID) form
3. Continuation sheets (if used). These are available to download from www.gov.uk/dbs
4. Payment

What happens next?

GBGroup checks the form for accuracy, completes sections x and y, records the application details and forwards the application to DBS for further processing.

Where an External ID Validation Service is required to validate the applicant’s identity successfully, GBGroup will carry out this service once the application has been submitted by the organisation.

Once the Disclosure process is complete, one copy of the Disclosure will be issued. This will be sent to the applicant.

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.