

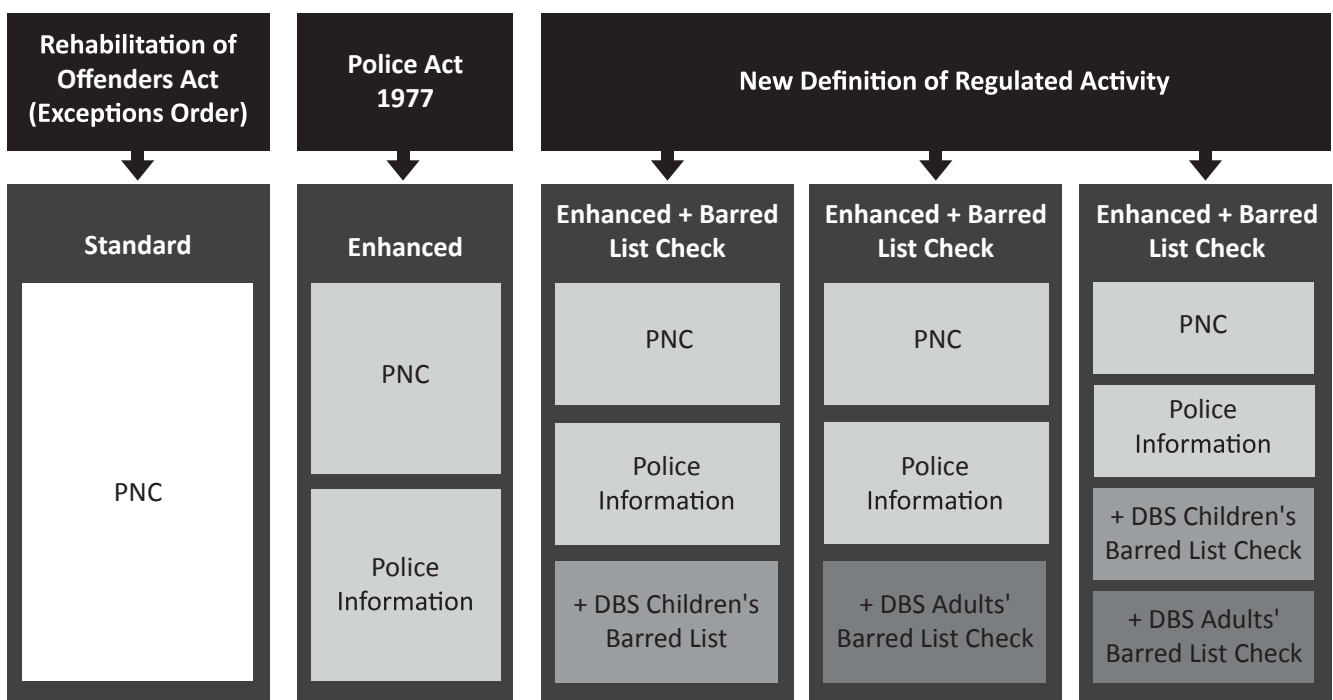
Getting started:

This form can be used to apply for:

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

If you are unsure which type of application you require check with the person asking you to complete the form before you start.

Types of checks available:



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

- Read the instructions on the front of the Application Form. **Important note:** To speed up processing, GBGroup (formerly TMG CRB) request that you please **complete x60 – 62 on the back page** in addition to the information requested on the front of the Application Form
- If you answer YES to a mandatory question (marked in yellow box) you MUST complete the further sections as detailed
- For further information about your DBS application go to www.gov.uk/dbs

a applicant's details

This section requires you, the applicant, to record your full name, including middle name(s), gender, date and place of birth and other information relating to your personal documentation.

You will be asked to provide original documentation to confirm many of the details in this section.

b current address

You are required to provide original ID to verify your current address.

c other addresses

If your address history is not straightforward - perhaps you are a student or frequent traveller - this can be detailed on a continuation sheet.

If you have travelled abroad with no fixed abode, you must provide each country in which you stayed and the entry and exit dates. In this case, the country and dates boxes are the only mandatory fields.

d apply for registration with ISA

Please disregard this section of the form.

e declaration by the applicant

Complete and sign this section.

w evidence of identity

Do NOT write in this section.

x Apply for a DBS check

To help us process your application please complete, **x61** and **x62**.

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

X apply for a DBS check

60 not used

61 position applied for

62 organisation name

DO NOT USE

CHILD WORKFORCE

NURSERY NURSE

ABC PRE-SCHOOL

Applicant's checklist

Refer to the applicant's checklist on the front of the form.

If you have used a continuation sheet, include your name and date of birth so that we can match it to your form.

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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Returning your Application Form:

You will have been advised by your organisation whether to return your application form to an approved ID evidence checker or direct to GBGroup.

a Returning your Application Form to an approved ID evidence checker

Take your completed form and original ID to your approved ID evidence checker.

The approved ID evidence checker will check the form is completed correctly, validate your ID documents and complete an Identification Document (ID) Form. They will return your original ID documents to you and forward the completed Application Form and accompanying documentation to GBGroup.

b Returning your Application Form direct to GBGroup

You must 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).

- Passport
- Driving Licence
- ID confirming National Insurance number, 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.

Before sealing the envelope please check that you have included:

- Your completed form
- Your certified copies of identity documents
- Any continuation sheets where appropriate
- Payment (if applicable)

Send to GBGroup using the self-adhesive label provided.

Payment:

Please refer to the covering letter or contact GBGroup or the person who asked you to complete the form for further information.

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.

What happens next?

GBGroup checks the form for accuracy, completes sections x and y, records the application details and forwards the application to the DBS for further processing. Where an External ID Validation Service is required in addition to the ID provided to successfully validate the applicant’s identity GBGroup will carry out this service. By submitting your application for verification you are consenting to this process.

The DBS now only issue one copy of the Disclosure Certificate, this will be sent to you at your home address. Please keep your certificate safe as you may need to provide this to your employer.

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.