

Spencer Academies Trust

Guidance on completing the DBS form

Detailed below are a summary of the Government guidelines for DBS checking and it is imperative that the correct documentation be supplied to enable us to meet these guidelines.

It is a requirement that your identity is verified. To facilitate this, you will need to produce in person some of the following documents. These must be the originals. There is a checklist at the end of this form to make sure you have all the relevant documentation together before you submit this to us.

At least one of the documents must confirm your current name. At least one must confirm your date of birth. At least one document must confirm your current address. Where possible if you hold a document containing a photograph from the approved identity document list, this must be submitted

ALL APPLICANTS MUST PROVIDE THEIR ORIGINAL BIRTH CERTIFICATE OR A CERTIFIED COPY IF ISSUED AFTER 12 MONTHS OF YOUR DATE OF BIRTH

- You must declare all changes of name and provide documentary proof to support this change such as marriage certificate, adoption certificate, deed of change of name.
- You must provide a full and continuous address history covering the last five years. Where possible please provide documentation to confirm your address history
- Documents cannot be printed off the internet eg internet bank statements
- One document cannot be used for 2 purposes, we require a minimum of 3 separate pieces of evidence.
- You must provide a document which confirms your current address as detailed under Group 2b
- Please note if you were adopted before the age of ten, you do not need to provide your surname at birth in Section A of the DBS application form, you should give your adoptive name in this section.

An applicant who wants to do paid work and isn't a national of the UK or European Economic Area (EEA) must be able to show:

one primary document and 2 supporting documents (see below page 3)) which provides evidence of right to work.. If you are unable to provide this documentation you cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Route 1:

Can you produce a Group 1 document?

If yes then you must produce a **minimum** of 3 documents (plus your birth certificate if this has not been submitted as one of the documents under group 1): 1 document from Group 1 and 2 further documents from Group 1 or 2. One of these documents must verify your current address.

If you have a valid driving licence and valid passport BOTH of these documents must be produced.

If you are not a national of the UK or the EEA and are applying for voluntary work you may need to be fingerprinted if they can't show these documents

Route 2:

If you cannot produce a Group 1 document then you will need to provide the following:

Produce 3 documents from Group 2 comprising of;

1 document from Group 2a; **and**

2 further documents from Group 2a or 2b; one of which must verify your current address; **and**

Your identity will need to be checked by an external ID validation service

List of Valid Identity Documents

Group 1 –Primary Identity Documents

- Current and Valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK or EEA) (Full or provisional) /Isle of Man /Channel Islands; photocard only
- Birth Certificate (UK , Isle of Man and Channel Islands) - **issued within 12 months of date of birth** – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Original Adoption Certificate (UK and Channel Islands)

Group 2a-Trusted Government/State Issued Documents

- Current driving licence photocard (full or provisional)-all countries outside EEA
- Current Driving Licence (full or provisional)-: paper version if issued before 1998-UK, Isle of Man, Channel Islands and EU
- Birth Certificate or Certified copy of Birth Certificate (UK and Channel Islands) - issued after 12 months of date of birth
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Isle of Man, 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 the UK. Visa/permit must relate to the non EEA country in which the role is based

Group 2b

- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK AND Channel Islands)
- Bank/Building Society Statement (UK and Channel Islands or EEA)*
- Bank or building society statement-countries outside the EEA- issued in the last 3 months- branch must be in the country where the applicant lives and works
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Utility Bill (UK)* - electricity, gas, water, telephone NOT MOBILE PHONE
- Credit Card Statement(UK or EEA) *
- Mortgage Statement (UK or EEA) **
- Benefit Statement* - e.g. Child Allowance, Pension
- Council Tax Statement (UK and Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit)
- Letter of sponsorship from future employment provider (Non-UK or non-EEA only –valid only for applicants residing outside of the UK at time of application)
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK and Channel Islands)*:
e.g. from the Department for Work and Pensions, the Employment Service , HMRC, Job Centre, Job Centre Plus, Social Security
- EEA National ID Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from Head Teacher or College Principal (UK – for 16 to 19 year olds in full time education only used in exceptional circumstances if other documents cannot be provided)

If denoted with *- it should be less than 3 months old

If denoted with **-it should be issued within the last 12 months

If not denoted- it can be more than 12 months old as long as still valid

Documents for non-EEA nationals doing paid work

The documents must be originals, not copies. At least one of the documents must show the applicant's current address. **Applicants providing one of the following documents must also provide a current valid Passport:**

Primary Documents

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current 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.
- A 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.
- A current 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.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A 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.
- A 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.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country 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.
- 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.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Supporting documents

The applicant must be able to show 2 documents from Group 1, 2a and 2b per page 1

A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.

Checklist for ID documentation for DBS

Please ensure that you provide the following documents for Route 1

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Birth certificate	
Change of name such as deed or marriage certificate if applicable for all changes of name	
Driving licence	
Passport	
Item(s) from group 2b showing current address	