

DISCLOSURE & BARRING SERVICE (DBS) - DISCLOSURE CHECKLIST

Name of Applicant: F Number:

To apply for a DBS Disclosure you need to produce **original** documents so that your identity can be verified; one of these **must** verify your current address and all documents **must** be in your current name.

The checklist below shows the valid identity documents that you must bring to interview to use when completing your DBS application form The Recruiting Manager will initial the checklist to confirm which documents have been seen and will also take copies.

We require THREE documents. At least one document MUST be from Group 1, the other two should be from Group 1 or Group 2 (a) or (b).

If you are **UNABLE** to produce any document from Group 1 we require **THREE** documents from Group 2 comprising of one document from Group 2a and two further documents from Group 2a or 2b. The Council is then required to undertake an external ID validation service check to establish the applicant's name and living history footprint. Information on this check is available at www.homeoffice.gov.uk/dbs. If you fail this check it may be necessary to go for fingerprinting; full details will be confirmed with you should this be required.

If you are unable to provide information as confirmed above, please contact the individual who provided you with this checklist for advice.

GROUP 1: Primary Trusted Identity Credentials

Manager to Initial

Passport - Any current and valid passport	
Biometric Residence Permit (UK)	
Driving Licence Photocard - Current Full or Provisional (UK, Isle of Man, Channel Islands and EU)	
Birth Certificate - issued within 12 months of birth (UK, Isle of Man & Channel Islands - <i>including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces</i>)	
Adoption Certificate (UK and Channel Islands)	

GROUP 2a: Trusted Government/State Issued Documents

Manager to Initial

Current Driving licence photocard (Full or Provisional) (All countries outside the EU {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 EU)	
Birth Certificate - issued after the time of birth (UK, Isle of Man, Channel Islands)	
Marriage/Civil Partnership Certificate (UK and Channel Islands)	
Immigration Document, Work Permit or Visa - All countries outside the EEA - valid only if you're working in the country that issued the document	
HM Forces ID Card (UK)	
Firearms licence (UK, Isle of Man, Channel Islands)	

GROUP 2b: Financial and Social History Documents

Manager to Initial

Mortgage Statement - issued in the last 12 months (UK or EEA - Non EEA statements are unacceptable)	
Bank or Building Society Statement - issued in the last 3 months (UK, Channel Islands or EEA - Non EEA statements are unacceptable)	
Bank or Building Society Account Opening Confirmation Letter – issued in the last 3 months (UK only)	
Credit Card Statement (less than three months old) (UK)	
Financial Statement e.g. pension, endowment, ISA - issued in the past 12 months (UK)	
P45/P60 Statement - issued within the past 12 months (UK & Channel Islands)	
Council Tax Statement - issued within the past 12 months (UK & Channel Islands)	
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)	
Utility Bill - less than three months old (UK – Not Mobile Telephone)	
Benefit Statement - less than three months old e.g. Child Allowance, Pension	
Document from Central/Local Government/ Government Agency/ Local Authority giving entitlement - less than three months old (UK & Channel Islands - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, HMRC, Job Centre Plus, Social Security)	
EU National ID Card – Must still be valid (EEA)	
Cards carrying the PASS accreditation logo - Must still be valid (UK, Isle of Man and Channel Islands)	
Letter from head teacher or college principal – Must still be valid (UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided)	

Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration

See: below website link

https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy?utm_source=7cb2d615-08e7-4b1a-a211-55a94993666a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

I have read the Standard/Enhanced Check Privacy Policy for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application.

Applicant Declaration:

Signature of Candidate: **Date:**

Recruiting Manager Declaration

I have checked the documents produced by the applicant in accordance with the DBS requirements and declare that to the best of my knowledge, the documents are valid and confirm the candidate's identity.

Name of Recruiting Manager: (please print)

Signed: **Date:**