

## INFORMATION FOR APPLICANT- DBS CHECK



Your organisation has requested a DBS check for you. **It is your responsibility** to complete the process in full.

This process is set out by the Disclosure and Barring Service and Action4Youth are bound to the terms, therefore documents must meet the criteria and we do not have flexibility on the requirements.

<p>STEP 1: COMPLETE ONLINE APPLICATION FORM</p>	<p>a) You will receive an email from <a href="mailto:noreply@employmentcheck.org.uk">noreply@employmentcheck.org.uk</a> to complete your online DBS application form. Check your junk emails. b) If your name or other details are incorrect please email <a href="mailto:membership@action4youth.org">membership@action4youth.org</a> to amend</p> <p>You must provide all legal first and surnames you have been known by and the dates.</p>
<p>STEP 2: HARD COPY ID DOCUMENTS</p>	<p>a) Check <i>carefully</i> the document list on PAGES 2-3 for DBS accepted ID. b) Use it as a checklist to ensure you have the correct documents in hard copy.</p> <p>This must match your full given name, current address and be valid</p>
<p>STEP 3: ID VERIFICATION</p>	<p><b>ID verification must be done in person.</b> Your ID verifier will provide their availability. <b>YOU MUST BRING THE 3 DOCUMENTS WITH YOU TO YOUR ID VERIFICATION MEETING</b> If you attend the ID verification meeting with incorrect documents you will be required to attend our Aylesbury office to provide the correct documents.</p>

Transgender Applicants please see page 5

DOCUMENTS REQUIRED FOR VERIFICATION

You must bring **3 documents in hard copy to verify your ID.**

- One document must show your current address
- All documents must be in the same name as your DBS online application form
- One document must have a photo
- E.g. driving licence, passport and bank statement issued within 3 months

Use the below as a checklist for the accepted documents.

GROUP 1 - YOU MUST PROVIDE AT LEAST ONE OF THESE DOCUMENTS LISTED BELOW		
TICK HERE	ACCEPTED DOCUMENT	
	Passport	Any current and valid passport
	Biometric residence permit	UK only
	Current driving licence photocard	(UK, Isle of Man, Channel Islands only) Paper counterpart is not valid FULL OR PROVISIONAL
	Birth certificate UK, Isle of Man and Channel Islands	including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces ISSUED WITHIN 12 MONTHS OF BIRTH
	Adoption certificate	UK and Channel Islands

YOU MUST PROVIDE TWO OTHER DOCUMENTS FROM EITHER THE LIST ABOVE OR BELOW

GROUP 2A: Trusted government documents		
TICK HERE	Document	
	Current <u>valid</u> driving licence photocard	Full or provisional All countries outside the UK (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 Counterpart not accepted
	Birth certificate	ISSUED <b>AFTER</b> TIME OF BIRTH UK, Isle of Man and Channel Islands
	Marriage/civil partnership certificate	UK and Channel Islands
	Only if the applicant is living and working outside the UK IMMIGRATION DOCUMENT, VISA OR WORK PERMIT ISSUED OUTSIDE OF THE UK	Visa/permit must relate to the non-UK country in which the role is based
	HM Forces ID card	
	Firearms licence	UK, Channel Islands

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<b>GROUP 2B: Financial and social history documents</b>		
<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
Mortgage statement	UK <i>Financial information does not need to be visible</i>	Issued in last 12 months
Bank or building society statement	UK and Channel Islands <i>Financial information does not need to be visible</i> <i>Must have institution name, date, name and address of applicant on</i>	Issued in last 3 months
Bank or building society statement	Countries outside the UK <i>Financial information does not need to be visible</i>	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK <i>Financial information does not need to be visible</i>	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK <i>Financial information does not need to be visible</i>	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - <b>not mobile telephone bill</b>	Issued in last 3 months
Benefit statement	UK- e.g. Child Benefit, Pension	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement	UK and Channel Islands e.g. from the Department for Work and Pensions, the Employment Service, HMRC	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
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	Must still be valid

IF YOU ARE UNABLE TO PRODUCE THESE DOCUMENTS PLEASE CONTACT YOUR VERIFIER

### What happens after my ID verification?

- a) Your application will go forward for checks through the Disclosure and Barring Service
- b) Once complete your DBS certificate will be sent by the Disclosure and Barring Service in the post to the address you provided.
- c) You must then show the full DBS certificate to your organisation
- d) Action4Youth can chase up issue after 60 days of the application being submitted

### UPDATE SERVICE

This allows you to keep your DBS up to date and allows your organisation to check your DBS certificate.

- Register within 30 days of receiving your certificate
- You will need your certificate number 'form ref'
- This is FREE for volunteers and £13 for staff
- It lasts one year from date of registration, you can then renew your subscription after this time. Volunteers auto renew.
- For further information, including who can access your DBS information please click here <https://www.gov.uk/dbs-update-service>

### FAQ's

- 1) **I already have a DBS check with another organisation can I use that?**  
It is your organisations decision as to whether they will accept a previous DBS based on a number of factors including level of check, when it was carried out.

- 2) **What happens if I don't have 3 documents?**

Please contact [sarah.simmons@action4youth.org](mailto:sarah.simmons@action4youth.org) 07391 408594 to discuss.

- 3) **My colleague had their identity checked by video call, why does this guidance say I need a face to face meeting?**

As of 1<sup>st</sup> October 2022 the Disclosure and Barring Service removed the guidance put in place during the pandemic and require verifiers to carry out the process face to face. This is statutory guidance and Action4Youth must follow it.

- 4) **What happens if I have criminal convictions?**  
<https://youtu.be/IQjVHeBM8nI?t=281>

- 5) **When should I get my DBS certificate?**

This should arrive in a couple of weeks from your verification. Action4Youth are unable to chase until 60 days have elapsed.

### 6) What should I do when my certificate arrives?

You are required to show this to the person in your organisation who arranged your check. They may take copies or just your DBS number, this is the organisations decision but they need your permission to retain a copy.

Want to know more? This video from the DBS explains the process.

<https://youtu.be/IQjVHeBM8nl?t=239>

### 7) Why do I have to travel to meet my verifier?

We aim to be as flexible as possible but to ensure your ID verification is carried out as promptly as possible verifiers will arrange to meet you at the soonest time they have available at a location near to you.

## Transgender Applicants

The Disclosure and Barring Service (DBS) offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route.

The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate, that could reveal their previous gender identity. If you wish to process your application through this route please contact [sarah.simmons@action4youth.org](mailto:sarah.simmons@action4youth.org) to archive your application and then email [sensitive@dbb.gov.uk](mailto:sensitive@dbb.gov.uk) or call 0300 106 1452