



DBS Checks Information Tick List

The person seeking the disclosures will be asked for the following information. Make sure that you have it all to hand before we meet.

- | | |
|---|--------------------------|
| Full current name and address | <input type="checkbox"/> |
| Date of birth | <input type="checkbox"/> |
| National Insurance Number (if you have one) | <input type="checkbox"/> |
| Address details dating back 5 years | <input type="checkbox"/> |
| Details of any names used other than your current ones (please provide proof) | <input type="checkbox"/> |
| Details of the position and organisation for which this application is being made | <input type="checkbox"/> |
| Details of place of birth | <input type="checkbox"/> |
| Nationality | <input type="checkbox"/> |
| Contact telephone numbers and preferred times of contact | <input type="checkbox"/> |




The person must submit documents in person to verify the information you given in the application. The rules you must follow as part of the ID checking process is:

- You must only accept valid, current and original documentation
- You must not accept photocopies
- You must not accept documentation printed from the internet e.g. bank statements
- All documents must be in the applicants current name as recorded in section A
- You should seek documents with photographic identity and compare to the applicants likeness



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You **must** provide a minimum of **three** documents

If you can provide a document from Group 1.

Route 1

One should be from Group 1 and **two** should be from **either** Group 1 or Group 2a or 2b. One of which must verify your current address.

If the applicant is not a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they cannot show these documents.

If you are unable to provide a document from Group 1.

Route 2

Route 2 can only be used if it is impossible to process the application through Route 1.

If the applicant is not a national of the UK and is applying for voluntary work they cannot use Route 2. If the applicant does not have any of the documents in Group 1 then they must be able to show:

- One document from Group 2a
- 2 further documents from either 2a or 2b

At least one document must show the applicants current address

Route 3

Route 3 can only be used if it is impossible to process the application through routes 1 or 2.

For route 3 the applicant must be able to show:

- A birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- One document from Group 2a
- Three further documents from Group 2a or 2b

At least one of the documents must show the applicants current address. If the applicant cannot provide these documents then they may need to be fingerprinted

If you have any questions about the DBS checking process or would like some advice on what documents are needed you can contact the DBS team at SCVS on 0161 787 7795

* Documentation should be less than three months old

** Issued within past 12 months

Current valid passport (any nationality)	<input type="checkbox"/>
Current UK driving licence photocard (full or provisional, UK, Isle of Man, Channel Islands and EEA)	<input type="checkbox"/>
Birth certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth, full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	<input type="checkbox"/>
Biometric Residence Permit (UK)	<input type="checkbox"/>
Adoption certificate (UK and Channel Islands)	<input type="checkbox"/>

GROUP 2A — Trusted Government/State Issued Documents

Current driving licence (old style paper version if issued prior to 1998, UK, Isle of Man, Channel Islands and EU)	<input type="checkbox"/>
Current valid photo driving licence (All countries outside UK, excluding Isle of Man and Channel Islands)	<input type="checkbox"/>
Birth certificate (UK, Isle of Man & Channel Islands) issued after the time of birth	<input type="checkbox"/>
Marriage/civil partnership certificate (UK and Channel Islands)	<input type="checkbox"/>
Immigration document, visa or work permit – Issued by a country outside of the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based	<input type="checkbox"/>
HM Forces ID card (UK)	<input type="checkbox"/>
Fire Arms Licence (UK, Isle of Man and Channel Islands)	<input type="checkbox"/>

GROUP 2B — Financial/Social History Documents

Mortgage statement (UK)**	<input type="checkbox"/>
Bank or building society statement (UK and Channel Islands)*	<input type="checkbox"/>
Bank/building society account opening confirmation letter (UK)*	<input type="checkbox"/>
Credit Card Statement (UK)*	<input type="checkbox"/>
Bank or building society statement (Countries outside of the UK) (Must be issued in last 3 months – branch must be in the country where they live and work)	
Financial statement - e.g. pension or endowment (UK)**	<input type="checkbox"/>
P45/P60 statement (UK & Channel Islands)**	<input type="checkbox"/>
Council tax statement (UK & Channel Islands)**	<input type="checkbox"/>
Irish Passport card – cannot be used with Irish passport and must be valid	<input type="checkbox"/>
Letter of sponsorship from future employment provider (Non –UK/ — valid only for applicants residing outside of the UK at the time of application - must still be valid)	<input type="checkbox"/>
Utility bill (UK) — Not mobile telephone*	<input type="checkbox"/>
Benefit statement - e.g, child benefit or pension (UK)*	<input type="checkbox"/>
Document from central/local government/government agency/local council	<input type="checkbox"/>

giving entitlement e.g from the Department for Work and Pensions, The Employment Service, HM Revenue and Customs, (UK & Channel Islands).*	
EEA National ID card - Must be valid	<input type="checkbox"/>
Cards carrying the PASS accreditation logo (UK, Isle of Man & Channel Islands) must be valid.	<input type="checkbox"/>
Letter from head teacher or college principal (16 to 19 year olds in full time education UK) must be valid (only used in exceptional circumstances if other documents cannot be provided)	<input type="checkbox"/>

Applicants who are not a national of the UK

An applicant who wants to do paid work and is not a national of the UK must be able to show:

- One primary document
- Two supporting documents

If an applicant is unable to provide this documentation they **CANNOT** submit a DBS check. This is because the right to work in the UK cannot be established. They cannot use another route.

Applicants for voluntary work who are not UK nationals must use Route 1