

# Guidance Notes for DBS Enhanced Disclosure Applicant



## Completing the Application Form

On 1 December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure & Barring Service (DBS). GBGroup (formerly TMG CRB) is an umbrella body carrying out DBS checks on behalf of the Driver & Vehicle Standards Agency (DVSA).

Please complete sections **a, b, c, e** and **x60 – 62** only.

- Follow the instructions on the front of the Application Form to complete a, b, c, and e
- To speed up processing GBGroup request that you also complete section **x60, x61** and **x62**
- If you answer YES to a mandatory question (marked in yellow box) you **MUST** complete the further sections as detailed
- Use a *Continuation sheet* if required for name and address history. A full five year address history is required with no gaps.

<b>Have you?</b>	✓
Used a black pen	
Used capital letters	
Amended any mistakes by striking through and rewriting - correction fluid must not be used	
Completed all mandatory sections highlighted in yellow	
Provided a history of all names used, including middle names, maiden name and all name changes	
Provided a full 5-year address history	
Signed and dated section e	

Please complete **x60, x61** and **x62** as detailed below:

60 not used	D O N O T U S E
61 position applied for	C H I L D W O R K F O R C E
	D R I V I N G I N S T R U C T O R
62 organisation name	D V S A

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

## Proof of Identity

You need to provide three original identity documents to support your DBS application.

Where available please provide ID documents to confirm your:

- Driving Licence number
- Passport number
- National Insurance number

National Insurance number can be evidenced on P45/P60 or financial documents eg tax return. Document must confirm current address.

Alternatively, please refer to the *Evidence of ID* sheet for alternative forms of ID which can be accepted. By submitting your application using Route 2 ID documents, you are consenting to GBGroup carrying out the external ID validation service.

# ID Verification

## Post Office ID Checking Service

You can have your documents verified face-to-face at the Post Office. A fee will be charged at the Post Office for this service (**currently £7.15**).

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) provided.

- 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](http://www.postoffice.co.uk/branch-finder) and select the Document Certification Service from the list of products and services.

If you have any queries regarding ID verification options please contact the helpline on **0845 251 5000** or email [DVSA@gbgplc.com](mailto:DVSA@gbgplc.com)

## Returning your application to GBGroup

You must now send your completed DBS Application Form, together with the appropriate ID documents to GBGroup using the self-adhesive label provided.

Before sealing the envelope please check that you have included:

<b>Post Office ID Checking Service</b>	✓
<b>Your completed form</b>	
<b>Post Office Identity Checking Service form</b>	
<b>Post Office certified copies of ID</b>	
<b>Continuation sheets (if used)</b>	

### Payment:

Other than ID Checking Service fee detailed above, no further payment is required.

### What happens next?

GBGroup checks the form for accuracy, completes the remaining sections and, where necessary, further validates your identity using the external ID validation service, records the details of the application and submits the application to DBS for further processing.

The DBS will issue your Disclosure Certificate to your home address. Where DVSA require further information to make their suitability decision they will contact you direct.

For further information visit [www.gov.uk/dbs](http://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.

## Verification of ID

To meet the DBS **revised** ID verification requirements, GBGroup (formerly TMG CRB) requires all applicants to provide documents meeting the **Route 1** criteria below. Where applicants cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** criteria cannot be met **Route 3** should be followed. Fingerprints will be required for applicants unable to satisfy the three routes specified below. Note: all non UK/non European Economic Area (EEA) Nationals must have their identity validated via **Route 1**.

### ID verification options

ID requirements	Route 1	Route 2	Route 3
	One <i>Group 1</i> document <b>plus</b> Two documents from <i>Group 1</i> or <i>2a/b</i>	One <i>Group 2a</i> document <b>plus</b> Two documents from <i>Group 2a/b</i> <b>plus</b> External ID validation service	Birth Certificate (UK and Channel Islands) <b>plus</b> One <i>Group 2a</i> document <b>plus</b> Three <i>Group 2a/b</i> documents
<p>Full details of external ID validation service can be found at <a href="http://IDvalidation.onlinedisclosures.co.uk">IDvalidation.onlinedisclosures.co.uk</a> All non-EEA Nationals should be validated via Route 1 only.</p> <ul style="list-style-type: none"> <li>• One document, must confirm current address</li> <li>• One document must confirm date of birth</li> <li>• ID must be provided to confirm name changes e.g. marriage certificate, deed poll, where available.</li> </ul>			

### Group 1 Documents

Current Valid Passport
Full or provisional Photocard Driving Licence (UK, Channel Islands, Isle of Man and EU), with counterpart where issued (please note some European countries do not issue counterparts)
Birth Certificate (UK and Channel Islands) issued at <b>time of birth</b> (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Adoption Certificate (UK and Channel Islands)
Biometric Residence Permit (UK)

### Group 2a Documents

Full or provisional Photocard Driving Licence (all countries) where a counterpart has been issued but no counterpart presented)
Full or provisional paper version Driving Licence (non-photo) (UK, Channel Islands, Isle of Man and EU)
Birth Certificate (UK and Channel Islands) issued <b>after</b> date of birth
Fire Arms Licence (UK, Channel Islands and Isle of Man)
HM Forces ID Card (UK)
Marriage/Civil Partnership Certificate (UK and Channel Islands)

### Group 2b Documents - documents printed from the internet are not acceptable

Less than 3 months old	Less than 12 months old	No age limit
Bank/Building Society Statement (UK and Channel Islands or EEA) Utility Bill - mobile phone bill <b>not</b> acceptable (UK) Credit Card Statement (UK or EEA) Benefit Statement e.g. Child Benefit or Pension Document from Government Agency/ Local Authority giving entitlement (UK and Channel Islands) e.g. from Department for Work and Pensions, the Employment Service or HMRC Bank/Building Society Account Opening Confirmation Letter (UK)	Mortgage Statement (UK or EEA) P45/60 Statement (UK and Channel Islands) Financial Statement, e.g. pension, endowment, (UK) Tax Statement (UK and Channel Islands)	EU National ID Card - must still be valid Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application) 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. Work Permit/Visa (UK) - valid until expiry date Cards carrying the PASS accreditation logo - must still be valid