

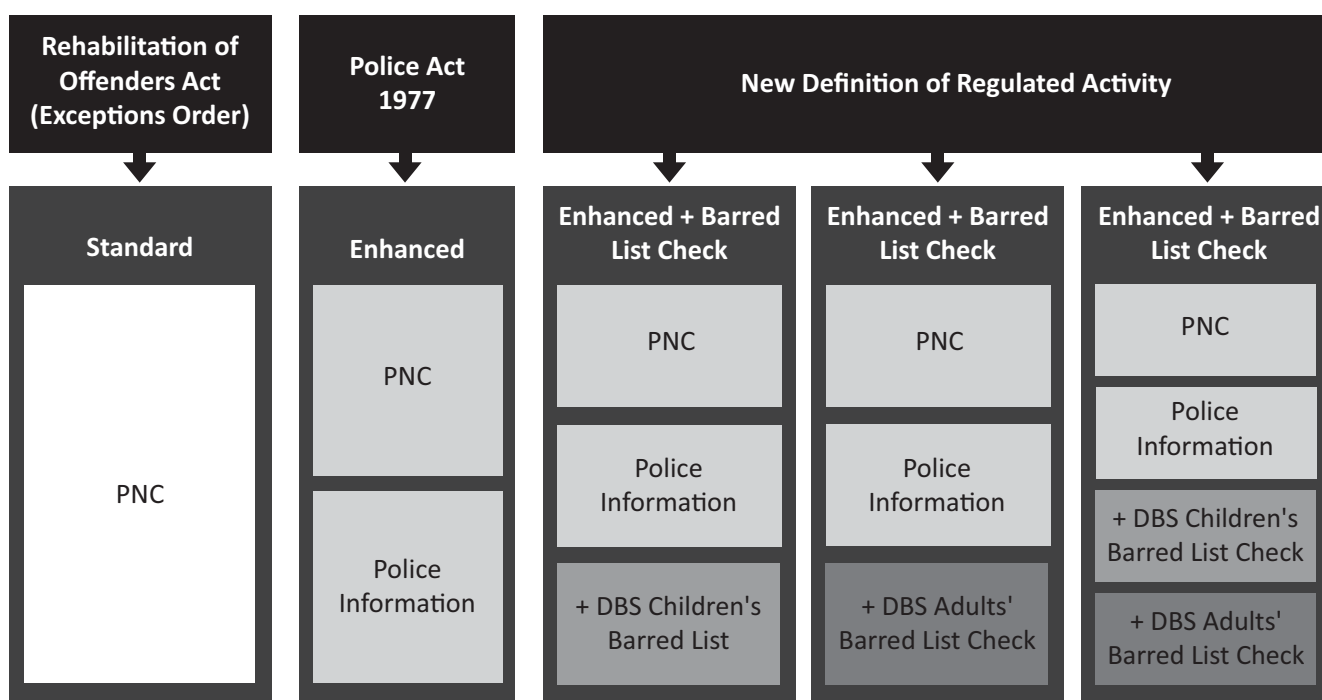
Getting started:

This form can be used to apply for:

- DBS Disclosure (Enhanced)
- DBS Disclosure (Standard)

If you are unsure which type of application you require check with the person asking you to complete the form before you start.

Types of checks available:



Regulated activity can include, but is not limited to, contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport) ... or is in a specified place (e.g. schools, registered childcare settings, care homes, etc) ... frequently or intensively. Please refer to www.gov.uk/dbs for further information.

- Read the instructions on the front of the Application Form. **Important note:** To speed up processing, GBGroup (formerly TMG CRB) request that you please **complete x60 – 62 on the back page** in addition to the information requested on the front of the Application Form
- If you answer YES to a mandatory question (marked in yellow box) you MUST complete the further sections as detailed
- For further information about your DBS application go to www.gov.uk/dbs

a applicant's details

This section requires you, the applicant, to record your full name, including middle name(s), gender, date and place of birth and other information relating to your personal documentation.

You will be asked to provide original documentation to confirm many of the details in this section.

b current address

You are required to provide original ID to verify your current address.

c other addresses

If your address history is not straightforward - perhaps you are a student or frequent traveller - this can be detailed on a continuation sheet.

If you have travelled abroad with no fixed abode, you must provide each country in which you stayed and the entry and exit dates. In this case, the country and dates boxes are the only mandatory fields.

d apply for registration with ISA

Please disregard this section of the form.

e declaration by the applicant

Complete and sign this section.

w evidence of identity

Do NOT write in this section.

x Apply for a DBS check

To help us process your application please complete, **x61** and **x62**.

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

X apply for a DBS check

60 not used

61 position applied for

62 organisation name

DO NOT USE

CHILD WORKFORCE

NURSERY NURSE

ABC PRE-SCHOOL

Applicant's checklist

Refer to the applicant's checklist on the front of the form.

If you have used a continuation sheet, include your name and date of birth so that we can match it to your form.

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

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 time of birth (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 after 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 not 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

Returning your Application Form:

You will have been advised by your organisation whether to return your application form to an approved ID evidence checker or direct to GBGroup.

a Returning your Application Form to an approved ID evidence checker

Take your completed form and original ID to your approved ID evidence checker.

The approved ID evidence checker will check the form is completed correctly, validate your ID documents and complete an Identification Document (ID) Form. They will return your original ID documents to you and forward the completed Application Form and accompanying documentation to GBGroup.

b Returning your Application Form direct to GBGroup

You must 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).

- 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 and select the Document Certification Service from the list of products and services.

Before sealing the envelope please check that you have included:

- Your completed form
- Your certified copies of identity documents
- Any continuation sheets where appropriate
- Payment (if applicable)

Send to GBGroup using the self-adhesive label provided.

Payment:

Please refer to the covering letter or contact GBGroup or the person who asked you to complete the form for further information.

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as “Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

The applicant must not:

- Receive any payment (except for travel and other approved out-of-pocket expenses)
- Be on a work placement
- Be on a course that requires them to do this role
- Be in a trainee position that will lead to a full time role/qualification.

If you are unsure if the applicant meets the definition of volunteer for the purpose of the Disclosure application please contact GBGroup for clarification.

What happens next?

GBGroup checks the form for accuracy, completes sections x and y, records the application details and forwards the application to the DBS for further processing. Where an External ID Validation Service is required in addition to the ID provided to successfully validate the applicant’s identity GBGroup will carry out this service. By submitting your application for verification you are consenting to this process.

The DBS now only issue one copy of the Disclosure Certificate, this will be sent to you at your home address. Please keep your certificate safe as you may need to provide this to your employer.

For further information visit 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.