



Thank you for your interest in processing a DBS check. Please make an appointment with the school office for your application to be processed. The procedure for DBS checks is as follows.

On attending the appointment you need to ensure that you have adequate documents from the list below in order for the check to be completed.

As well as having the required documents with you, you will also need to know your National Insurance number and have a note of your ACCURATE address history for the past five years, including postcodes. Please make sure you have this information as it will delay your application if you do not have accurate details – please pay particular attention to postcodes, the database checks the postcodes you enter and will reject incorrect ones and your application will not proceed.

Once your application has been input onto the database you will receive a letter and a copy of your DBS certificate by post to your home address. You must then bring your certificate to school so that we can log on to the database and verify that we have seen it. **You are not cleared to work in school until we have seen your original certificate.**

Below is a list of the documents required to verify your identity. Please ensure you have these documents with you before coming to your appointment to complete the application. The checking system is online and we cannot proceed without all the relevant documents and information.

Applicant Identification

The number of documents required will depend on which route is being followed. When enough documents have been selected, the system will notify you. Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents containing addresses are marked with *) and one document should display the applicant's date of birth.

Group 1 – Primary Identity Documents

- | | |
|--|--|
| <input type="checkbox"/> A Current Valid Passport (Any Nationality) | <input type="checkbox"/> Birth certificate (UK, Channel Islands and UK authority overseas i.e. embassy or HM Forces) issued within 12 months of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Current photocard driving licence – UK/Isle of Man/Channel Islands/other EU country (full or provisional)
Issued: <input type="checkbox"/> UK / Isle of Man / Channel Islands *
<input type="checkbox"/> EU |
| <input type="checkbox"/> Adoption Certificate (UK and Channel Islands) | |

Group 2a – Trusted Government Documents

- | | |
|--|--|
| <input type="checkbox"/> Birth certificate (UK and Channel Islands) issued more than 12 months after birth | <input type="checkbox"/> HM Forces ID card (UK) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK and Channel Islands) | <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) * |
| <input type="checkbox"/> Current photocard driving licence – All other countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) | <input type="checkbox"/> Current paper version driving licence – UK/Isle of Man/Channel Islands and EU (full or provisional) |

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Group 2b – Financial and Social History Documents

- Work permit/VISA (residence permit) (UK)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside the UK at time of application)*
- EU National ID card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal of a UK institution – only to be used by 16 to 19 year olds in full time education if other documents cannot be provided *

The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK & Channel Islands)*
- Council Tax Statement (UK & Channel Islands)*
- Mortgage Statement (UK or EEA) – (Non-EEA statements must not be accepted) *
- P60 certificate statement (UK & Channel Islands) *
- Financial Statement (UK) – e.g. pension, endowment, ISA *

The following documents that must be less than 3 months old

- Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) *
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) *

Correspondence Documents from

- Benefit Statement (UK) – e.g. Child Allowance, Pension *
- Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) – Document 2 (this must have been issued by a different body than document 1) *
- Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) – Document 1 *

Utility Bills Such As

- Electricity Bill / Statement (UK) *
- Gas Bill / Statement (UK) *
- Water Bill / Statement *
- Telephone Bill / Statement (Not Mobile Telephone) (UK) *

If you have any questions regarding DBS checks then please call the school office, thank you.