

What you need to know to complete a Disclosure and Barring Service (DBS) Check

A DBS check is a check of an individual's criminal record against the Police National Computer (PNC) and local police records. The results will be issued in a certificate which will either confirm that you do not have a criminal record or it will contain details of all spent and unspent convictions, cautions, reprimands and final warnings which have not been filtered in line with legislation.

Volunteers working with children, young adults, and vulnerable adults, must complete and be in possession of a DBS certificate. You will be required to show this before you start volunteering.

If you have any previous convictions, cautions, reprimands or final warnings this does not necessarily mean that you will not be able to volunteer. DBS checks are used to consider whether you are suitable for a particular role, so anything on your record would only be of concern if it was relevant to the volunteering you wanted to do.

In order to successfully complete a DBS check you must produce the following:

- A total of 3 documents, including:
 - 1 document from Group 1 (see List of Valid Identity Documents) **and**
 - 2 further documents from Group 1, 2a or 2b
- One document **MUST** be proof of your current address (either your home or university address). The document must have been issued within the given time restrictions (see List of Valid Identity Documents)

Please note:

- If you have a valid driving license (full or provisional), passport, or National Insurance number, you must be able to supply these numbers for the form
- You have to complete a five year address history, including university addresses, so come prepared with previous addresses
- If you have changed your name, proof of the name change must be provided

We cannot accept:

- Photocopies, scanned documents or internet print outs e.g. online bank statements
- A statement dated older than the stated period of time
- An addressed letter that is not an official statement/bill or a document giving entitlement
- A mobile telephone bill
- National Insurance Card
- NHS card
- Exam certificates
- Addressed payslip
- Store card statement
- Vehicle Registration Document
- TV licence

International students:

- Please be aware that you must have a passport or a biometric residence permit to complete the DBS form. Unfortunately we cannot accept an ID card as the Group 1 document.

List of Valid Identity Documents

Group 1

- Valid passport
- Biometric Residence Permit (UK)
- Current driving licence photocard – (full or provisional) (UK, Isle of Man, Channel Islands & EU)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
- Biometric Residence Permit (UK)
- Adoption certificate (UK & Channel Islands)

Group 2a

- Current driving licence photocard – full or provisional (all countries outside the EU – excluding Isle of Man & Channel Islands)
- Current driving license paper version – full or provisional (UK, Isle of Man, Channel Islands & EU)
- Birth certificate issued after time of birth (UK & Channel Islands)
- Marriage/civil partnership certificate (UK & Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands & Isle of Man)

Group 2b

*** = document must be no more than 3 months old**

**** = document must be no more than 12 months old**

- Mortgage statement** (UK or EEA)
- Bank or building society statement* (UK & Channel Islands or EEA)
- Bank of building society account opening confirmation letter* (UK)
- Credit card statement* (UK & EEA)
- Financial statement e.g. Student Finance Letter, pension or endowment** (UK)
- P45 or P60 statement** (UK & Channel Islands)
- Council Tax statement** (UK & Channel Islands)
- Valid work permit or visa (UK)
- Utility bill – not mobile telephone * (UK)
- Benefit statement e.g. Child Benefit, Pension* (UK)
- Central of local government, government agency, or local council giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC* (UK & Channel Islands)
- Valid EU National ID card
- Valid cards carrying the PASS accreditation logo (UK & Channel Islands)
- Valid letter from head teacher or college principal (UK – for 16-19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)

If you are unable to produce the correct documents unfortunately you will be unable to participate, and may wish to apply the following term once you have obtained the documents you need.