

Applicant Guidance for Completion of a DBS Application Form

The guidance below reflects the Council's current position on DBS checks.

All sections marked in yellow must be completed and please also refer to the guidance on the front of the DBS application form before starting.

Section A - APPLICANT DETAILS

For sections A and B please refer to appendix 1 "Accepted Documents – Identity Checking" to see which documents you must provide as proof of your identity. **Please note that the evidence checker must see the original documents as photocopies cannot be accepted.**

When filling in section a5 – a13 (additional names), please ensure that all forenames are included, even if they have not changed. Please also ensure that the dates match up and there are no gaps.

Questions 28 and 29 should **not** be used

Section B & C – CURRENT ADDRESS & ADDRESS HISTORY

You must provide all addresses where you have lived in the last 5 years with no gaps in dates although overlapping dates are acceptable.

Please note questions B37 and C43 and C49 require you to put the date in MMYYYY format (e.g. April 2005 must be written as 042005).

If you are not sure how to complete this section please contact the HR Service Centre (hrrservicecentre@southglos.gov.uk or 01454 863080).

Section D – Do not complete

Section E – Declaration by the applicant

Please complete questions 55 to 57.

Please do not complete sections W, X & Y as this is for registered body use only.

Applicant Only Disclosure Certificates

Since the 17 June 2013 the Disclosure and Barring Service (DBS) **no longer send the council a copy of your DBS certificate**. *The change to the process is part of the Government's aim to give you greater control of your own data meaning that you will now be able to challenge the information released, before it is seen by your current or prospective employer.*

If your new position with the council requires a disclosure and barring check as part of the pre-employment checks process then **you must bring the original certificate to either the HR Service Centre or your recruiting manager to verify**. Only the disclosure number and details at the top of the certificate will be kept on file, we cannot keep a copy of the contents of the certificate.

If you plan to visit the HR Service Centre we are based at The Council Offices, Badminton Road, Yate, South Gloucestershire, BS37 5AF.

Please arrange an appointment between 9am and 4pm Monday to Friday. To arrange a time to come in please contact 01454 863080 or email hrrservicecentre@southglos.gov.uk

Online Update Service

- From 17 June 2013, anyone who applies for a criminal record check can choose to subscribe to the new Disclosure and Barring Update Service for £13 per year (free to volunteers). This will allow you to keep your criminal record certificate up to date so that it can be taken from role to role provided it is within the same workforce i.e. Child Workforce; Adult Workforce; Child and Adult Workforce or Other Workforce (when the person is not working with children or adults).

This means that if you have subscribed to the Update Service an employer will be able to carry out free, instant online checks of your certificate (with your consent), to check if any new information has come to light since the Certificate's issue – this is called a Status check. When someone is subscribing to this service, you would only have to seek a new criminal record check if the system tells you something has changed.

For more information you can go to <https://www.gov.uk/dbs-update-service>

ID Evidence checking guidelines for a DBS check

Introduction

You must provide a range of ID documents as part of the DBS check application process.

South Gloucestershire Council must follow the three route ID checking process as outlined below:

- check and validate the information provided by the applicant on the application form/ continuation sheet
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last five years
- check that the application form is fully completed and the information it contains is accurate. Failing to do this can result in delays

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, we will ask you to clarify. If we don't do this it may compromise the integrity of the DBS service and introduce risk to our recruitment or licensing arrangements.

South Gloucestershire Council must not attempt to amend the application form without your knowledge and agreement. Doing this will invalidate the declaration made by you and may breach data protection legislation.

What South Gloucestershire Council must do as part of the ID checking process

- we must only accept valid, current and original documentation
- we must not accept photocopies
- we must not accept documentation printed from the internet e.g. internet bank statements. Statements printed and stamped by the bank/building society can be accepted.
- identity information for the applicant's name, date of birth and address recorded in section A and section B on the DBS application form must be validated
- we should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- all documents must be in the applicant's current name as recorded in section A
- one document must confirm the applicant's date of birth as recorded in section A
- we must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name. If you are unable to provide proof to support the change of name, we should hold a probing discussion with you about the reasons why before considering to validate your identity

- we must see at least one document to confirm your current address as recorded in section B, in accordance with the guidance
- we must provide a full and continuous address history covering the last five years.

Where possible we should seek documentation to confirm this address history

- we should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their Curriculum Vitae (CV). This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this
- a document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank
- we should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

It's important to note that a DBS check does not provide evidence of a person's right to work in the UK. You must do a separate check to [make sure a job applicant is allowed to work in the UK](#) which also includes roles for voluntary work.

If the applicant isn't a national of the UK or the European Economic Area (EEA) they must [use a different route to apply for paid work](#) in the UK. They can use Route 1 for voluntary work.

Three routes of ID checking

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they may need to be fingerprinted if they can't show these documents.

Route 2

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

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2.

If the applicant doesn't 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 Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

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) and
- one document from Group 2a and
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Continuation sheets

The applicant can [download a DBS continuation sheet](#) for additional information they can't fit on the DBS application form.

Unusual addresses

The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](#), for example if they live abroad, in student accommodation or a hostel.

Appendix 1

Accepted Documents – Identity checking

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit UK	
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be valid.

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months

Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening	UK	Issued in last 3
Document	Notes	Issue date and validity
confirmation letter		months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in	Must still be valid full time education - only used in exceptional circumstances if other documents cannot be provided

Applicants who aren't a national of the UK or the European Economic Area (EEA), please seek advice from HR as evidence required is different