

DBS form - guide for applicants

(copy & distribute with forms)

The CRB form	use black ink
Section	
A	Complete all fields highlighted in YELLOW , plus additional information where prompted. Any previous names must be supplied, with dates of use for each name
B	Complete in full Include the date that you moved to your current address in the format MM/YYYY
C	Complete if you have not lived at your current address for 5 years or more. A FULL AND CONTINUOUS 5-YEAR ADDRESS HISTORY IS REQUIRED, WITH NO GAPS use a continuation sheet if necessary
D	LEAVE BLANK
E	COMPLETE AND SIGN IN THE BOX
W	The ID section must be completed by your EMPLOYER See below for guidance on which original ID documents to show your employer
X	LEAVE BLANK
Y	LEAVE BLANK
Z	LEAVE BLANK

ALSO READ THE INSTRUCTIONS ON THE FRONT OF THE FORM

NEXT STEP

When you have completed the form hand it to your employer with your original ID documents

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How many ID documents do I need to supply?

Can you produce any documents from Group 1?

- **YES** - 3 documents must be seen. One document from Group 1 plus 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.
- **NO** – Please ask your **employer** to call us

List of valid identity documents:

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) – **photocard AND counterpart**. Isle of Man /Channel Islands; a photo card driving licence is only valid if the individual presents it with the associated counterpart licence; except Jersey
- Birth Certificate (UK and Channel Islands) - issued at the time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

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

- Work Permit/Visa (UK) (UK Residence Permit). **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

Please note:

If a document in the List of Valid Identity Documents is:

- *Denoted with * - it should be less than three months old.*
- *Denoted with ** - it should be issued within the past 12 months.*
- *Not denoted – it can be more than 12 months old.*