

DISCLOSURE AND BARRING SERVICE FORM

INFORMATION FOR APPLICANTS

Only valid, current and original documentation can be accepted with NO photocopies.

If you have insufficient identity documents, please contact the DBS helpline on 0300 020 0190 for further guidance.

Failure to produce all the required information will result in a delay in your application

Completing a DBS disclosure

An applicant must produce 3 documents to the Registered Body conducting a DBS disclosure.

Only valid, current and original documentation can be accepted with no photocopies. Foreign equivalent identity documents will not be accepted if the document is listed as (UK) on the list of valid identity documents.

There are three routes that can be followed to produce documents for checking identity. The applicant must try to provide documents from Route 1 first;

Route 1

- 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.

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.

Route 3

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

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 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..

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current Valid Passport
- Biometric Residence Permit - UK
- Current driving licence photocard – UK, Isle of Man, Channel Islands and EU;
- Birth Certificate – issued at time of birth - UK & Channel Islands- including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
- Adoption certificate – UK and Channel Islands

Group 2a – Trusted Government/State Issued Documents

- Current driving licence photocard – (full or provisional) – All countries outside the EU (excluding Isle of Man and Channel Islands)
- Current driving licence photocard – (full or provisional) – paper version (if issued before 1998) – UK, Isle of Man, Channel Islands and EU
- Birth Certificate – issued after time of birth - UK and Channel Islands
- Marriage/civil partnership certificate – UK and Channel Islands
- HM Forces ID Card - UK
- Fire Arms Licence – UK, Channel Islands and Isle of Man

Group 2b – Financial and Social History Documents

- 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 account opening confirmation letter – UK – Issued in last 3 months
- Credit Card Statement – UK or EEA – Issued in last 3 months
- Financial Statement e.g. pension or endowment – UK – Issued in last 3 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
- Work Permit or Visa – UK – Valid up to expiry date
- 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 – Issued in last 3 months
- Benefit Statement e.g. Child Benefit, Pension – UK – Issued in last 3 months
- Central or Local Government, Government Agency or Local Council document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC – UK and Channel Islands – Issued in last 3 months
- EU National ID Card – must still be valid
- Cards Carrying the PASS accreditation logo – UK and Channel Islands – Must still be valid.
- Letter from head teacher or college principal – UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided – must still be valid

HOW TO CONTACT THE LICENSING SECTION FOR MORE INFORMATION

If you need any further advice or have any problems please contact the Licensing Team:

 By telephone:

01283 508585/508310/508692/508505

 By e-mail:

licensing@eaststaffsbc.gov.uk

 By post:

**Licensing Section
East Staffordshire Borough Council
Town Hall
King Edward Place
Burton upon Trent
Staffordshire
DE14 2EB**