



## DBS form - guide for applicants

(copy & distribute with forms)

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

**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.*