



## **DBS PROCEDURE**

DBS applications are completed on-line.

A brief summary of the system is set out below.

- Applicant provides school with three items of ID (**at least one of these MUST be from Primary Identity Documents**) and an email address.
- Details from these ID documents will be entered by school staff onto the new online system. Following this the system generates an email to the applicant with a password and log-in name so that the application can be completed – this must be done within 24 hours of receiving the email. Please note school staff will process DBS's during the morning session which means the applicant will need to complete by the end of the morning the following day. Failure to do this will mean starting the procedure all over again!
- In order to complete the application you will need the ID documentation provided to the school. Therefore school staff will contact you as soon as they have uploaded your details to the system so that you can collect your documents and then complete your application at home.
- Once the application is completed we are told that DBS Certificates should arrive within 14 days. This certificate must be brought into school so that we can confirm and update the records we are required to hold.
- We will do our best to process your documents on the day you bring them into school but there may be occasions when this is not possible so please be prepared to leave your ID in school overnight. Rest assured it will be kept in our school safe.
- If you have not been into school on a voluntary basis within three months from your last visit a new DBS must be completed. This is due to strict guidelines issued from Shropshire Council.

**Please note that the ID documentation that an applicant must provide has also been reviewed and a full list is available overleaf.**



<b>Group 1: Primary identity documents</b>	
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. 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

<b>2a: Trusted Government Document</b>	
Current driving licence photocard - (full or provisional) All driving licences must be <a href="#">valid</a>	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998) All driving licences must be <a href="#">valid</a> .	UK, Isle of Man, and Channel Islands
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 UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

<b>Group 2b: Financial and social history documents</b>		
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	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
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
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid