

GUIDANCE NOTES FOR COMPLETING YOUR DISCLOSURE AND BARRING SERVICE APPLICATION FORM

You must complete sections A, B, C and E

Complete all sections marked in **Yellow** – if you do not, your form will be returned unprocessed and this will delay your application.

SECTION A	Make sure you include your National Insurance Number
SECTION B	Please give details of your current address
SECTION C	Include all addresses for the past 5 years – if necessary continue on a DBS continuation sheet
SECTION D	PLEASE <u>DO NOT</u> COMPLETE THIS SECTION AT THIS TIME
SECTION E	Please remember to sign and date your application
SECTIONS W, X AND Y	For Office Use Only – please do not fill in

PLEASE NOTE

Do not strike out any section of the form – if it is not relevant, please leave it blank. If you make a mistake, to correct it you should put a line through it and write the correction clearly as near to the right as possible. **DO NOT USE CORRECTION FLUID.**

Route 1

You must be able to show:

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

At least one of the documents must show your current address.

Route 2

If you don't have any of the documents in Group 1, then you 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 your current address.

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, you must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

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

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
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 or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries outside the EEA - valid only if you're working in the country that issued the document
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 you live and work
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, 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 if you're 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
EU 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 full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid