

DBS Application Form – New requirement from the DBS (25 May 2018)

For completion by the applicant (we cannot process the DBS Application Form without receiving this)

Privacy Policy – standard/enhanced checks declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants

www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy and I understand how

the DBS will process my personal data and the options available to me for submitting an application.

Applicant's Name: _____ Form Ref. No. F_____

Applicant's Signature: _____ Date: _____

This declaration must be retained for 3 months, by Community First New Forest, in order to provide evidence to the DBS that the applicant has freely given their consent.

Office Use:

Date to be destroyed (3 months from date of signature): _____

ID Verifier's Checklist (from 25 October 2017) - Please indicate which original documents you have seen**You're from the UK or the European Economic Area (EEA)**

The applicant must be able to show 1 document from Group 1 below and 2 further documents from Groups 1, 2a or 2b. At least one of the documents must show the applicant's current address.

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, eg. 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/civil partnership certificate	UK and Channel Islands	
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based	
HM Forces ID card	UK	
Firearms licence	UK, Channel Islands and Isle of Man	

Group 2b: Financial and social history documents * Issued in last 3 months ** Issued in last 12 months

Mortgage statement**	UK or EEA	
Bank or building society statement*	UK and Channel Islands or EEA	
Bank or building society statement*	Countries outside the EEA. Branch must be in the country where you live and work	
Bank or building society account opening confirmation letter*	UK	
Credit card statement*	UK or EEA	
Financial statement, eg. pension or endowment**	UK	
P45 or P60 statement**	UK and Channel Islands	
Council Tax statement**	UK and Channel Islands	
Letter of sponsorship from future employment provider, must still be valid	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	
Utility bill*	UK - not mobile telephone bill	
Benefit statement, eg. Child Benefit, Pension*	UK	
Central or local government, government agency, or local council document giving entitlement, eg. from Department for Work and Pensions, Employment Service, HMRC*	UK and Channel Islands	
EEA National ID card	Must still be valid	
Cards carrying the PASS accreditation logo, must still be valid	UK, Isle of Man and Channel Islands	
Letter from head teacher or college principal - must still be valid	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	

State which route has been used to verify the applicant's identity.

 Route 1

 Route 2

Does this applicant give consent to an external ID validation check required for Route 2?

 Yes

 No

ID Verifier's Checklist (from 25 October 2017) - Please indicate which original documents you have seen

You're from **outside** the European Economic Area (EEA)

An applicant who wants to do paid work and isn't a national of the UK or [European Economic Area \(EEA\)](#) must be able to show:

- one primary document AND 2 supporting documents

They can't use any other route. If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route. The documents must be originals, not copies. At least one of the documents must show the applicant's current address. Applicants for voluntary work who aren't UK or EEA nationals must [use Route 1](#).

Group 1: Primary documents

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.	
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	
Applicants providing one of the following documents must also provide a current valid Passport: A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.	
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	

Supporting documents

The applicant must be able to show **2** documents from any of these groups:

Group 1

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, eg. embassies, High Commissions and HM Forces	
Adoption certificate	UK and Channel Islands	
A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.		

Group 2a

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/civil partnership certificate	UK and Channel Islands	
Immigration document, visa or work permit (for applicants living and working outside the UK)	Issued by the country where the role's based	
HM Forces ID card	UK	
Firearms licence	UK, Isle of Man and Channel Islands	

Group 2b		
Mortgage statement**	UK or EEA	
Bank or building society statement*	UK and Channel Islands or EEA	
Bank or building society statement (for applicants living and working outside the UK) *	Countries outside the EEA. Branch must be in the country where you live and work	
Bank or building society account opening confirmation letter*	UK	
Credit card statement*	UK or EEA	
Financial statement, eg. pension or endowment**	UK	
P45 or P60 statement**	UK and Channel Islands	
Council Tax statement**	UK and Channel Islands	
Letter of sponsorship from future employment provider, must still be valid	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	
Utility bill*	UK - not mobile telephone bill	
Benefit statement, eg. Child Benefit, Pension*	UK	
Central or local government, government agency, or local council document giving entitlement, eg. from Department for Work and Pensions, Employment Service, HMRC*	UK and Channel Islands	
EEA National ID card, must still be valid		
Cards carrying the PASS accreditation logo, must still be valid	UK, Isle of Man and Channel Islands	
Letter from head teacher or college principal - must still be valid	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	

Countries in the EU and EEA

The European Union (EU) is an economic and political union of 28 countries. It operates an internal (or single) market which allows free movement of goods, capital, services and people between member states.

<p>The EU countries are:</p> <p>Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.</p>	<p>The European Economic Area (EEA)</p> <p>The EEA includes EU countries and also Iceland, Liechtenstein and Norway. It allows them to be part of the EU's single market.</p> <p>Switzerland is neither an EU nor EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals.</p>
--	---