

GUIDANCE FOR COMPLETION OF DBS APPLICATION FORM



1. Please take the time to read this information, in order to avoid mistakes which will delay your application.
2. You are also advised to read the information on the first page of the DBS application before you start completing the form.
3. **Incorrectly completed forms will be returned to applicants.**
 - Please use **BLACK INK** and **CAPITAL LETTERS** throughout
 - All sections marked in **yellow** must be completed
 - **Do not complete sections W, X, Y or Z** (the back page of the form), nor any of the sections marked "Registered Body Use Only"
 - Complete **section C** only if you have lived at your **current** address for **less than 5 years**. If you need to record more than one address in this section to provide your full address history for the last 5 years, please contact Licensing and ask for a continuation sheet
 - **DO NOT** use correction fluid (Tippex), stickers or staples on the form. To correct a mistake, put a line through the error and correct it to the right. If there is no space to write next to a particular piece of information, write as close to the text as possible
 - **DO NOT** put a line through a section of the form or write in 'not applicable or N/A' if it is not relevant to you. Please leave it **blank**
 - **DO NOT** use ticks (✓). **Use** a cross (X) where indicated

CONFIRMING YOUR IDENTITY

Before the Council can apply for your DBS Disclosure, we have a legal duty to verify your identity in accordance with the guidelines given to us by the DBS. From August 2012, these are as follows:

ROUTE 1	<p>Can the applicant produce a Group 1 document? (see list below) If yes, the applicant must produce one Group 1 document, and two further documents from Groups 1, 2a or 2b – one of which verifies their current address.</p> <ul style="list-style-type: none"> • <i>Non-UK, EEA Nationals who have been resident in the UK for 5 years or less must be validated by checking their current Passport or UK Photocard Driving Licence.</i> • <i>Non-EEA Nationals must be able to produce the required Group 1 and Group 2 documents to obtain a CRB Disclosure – Routes 2 and 3 may not be used for non-EEA Nationals.</i>
IF THE APPLICANT'S IDENTITY CANNOT BE VALIDATED THROUGH ROUTE 1:	
ROUTE 2	<p>If an applicant cannot produce any Group 1 documents, they must instead produce:</p> <ul style="list-style-type: none"> • One Group 2a document, and • Two further documents from Groups 2a or 2b, one of which verifies their current address. <p>Applicants in this route will also be required to pass an ID check via an external ID validation service approved by the council. An additional fee is payable for this service. Please contact Licensing officers for further details.</p>
IF THE APPLICANT'S IDENTITY CANNOT BE VALIDATED THROUGH ROUTES 1 OR 2:	
ROUTE 3	<p>It is extremely unlikely that applicants for hackney carriage or private hire licences will not be able to be successfully validated by way of routes 1 or 2. However, where this is the case, the DBS have specified further procedures to be followed, details of which can be provided upon request.</p> <p>Where it is not possible to utilise any of the three routes, applicants will be asked to consent to having their fingerprints taken, for use by the DBS in carrying out their checks.</p>

Group 1 documents – Primary Trusted Identity Credentials

• Current valid Passport
• Biometric UK Residence Permit
• Current UK Driving Licence (photocard and counterpart)
• Original Birth Certificate (UK and Channel Islands) (<i>issued at the time of birth</i>)

Group 2a documents – Trusted Government/State Issued Documents

• Current UK Driving licence (old style paper version)
• Current Non-UK Photo Driving Licence (<i>valid only for applicants residing outside of the UK at time of application</i>).
• Original Birth Certificate (UK and Channel Islands) (<i>issued after the time of birth by the General Register Office/relevant authority</i>)
• 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 documents – Financial/Social History Documents

• Mortgage Statement (UK or EEA only)	<i>Issued within the past 12 months</i>
• Bank/Building Society Statement (UK or EEA only)	<i>Issued within the past 3 months</i>
• Bank/Building Society Account Opening Confirmation Letter (UK)	
• Credit Card Statement (UK or EEA only)	<i>Issued within the past 3 months</i>
• Financial Statement – e.g. pension, endowment, ISA (UK only)	<i>Issued within the past 12 months</i>
• P45/P60 Statement (UK & Channel Islands)	<i>Issued within the past 12 months</i>
• Council Tax Statement (UK & Channel Islands)	<i>Issued within the past 12 months</i>
• Work Permit/Visa (UK) (UK Residence Permit)	<i>Issued within the past 12 months</i>
• Letter of Sponsorship from future employment provider (<i>Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application</i>)	
• Utility Bill (excluding Mobile Phone) (UK)	<i>Issued within the past 3 months</i>
• Benefit Statement - e.g. Child Allowance, Pension	<i>Issued within the past 3 months</i>
• A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands) <i>e.g. from Department for Work and Pensions, Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security</i>	<i>Issued within the past 3 months</i>
• EU National ID Card	
• Cards carrying the PASS accreditation logo (UK/Channel Islands)	

Original documentation will need to be provided for the Licensing Officer to verify.

Please note that in addition to the above, we will also need to see evidence of your National Insurance number (e.g. the NI card issued by Department of Work & Pensions, a recent payslip or tax statement), and documents demonstrating a legal right to work in the UK, if not already produced.

Please contact Licensing on 01442 228225 / 228487 if you need further clarification.