**The Enhanced DBS Application Information Guide**

This is an essential requirement for your course. To help you make this process easier - please ensure all the documentation that you use are **all in the same name and spelt the same and match exactly** (including any middle names hyphens etc). Your application form and all your identification documents **MUST** all be in the exact same name.

(e.g. passport, driving licence, birth certificate and utility bill).

If you have documents that have different names, **now is the time to get this sorted**!

**for example:**

John Joseph Albert Smith– Passport, Driving Licence and Bank Statement all have this name, in this order and spelt the same way.

**Your application will be rejected if your 3 documents have different names:**

e.g.

John Joseph Albert Smith - (Passport)

John Smith - (Driving Licence)

John Joseph Smith - (Financial and Social History document)

So, use this time to ensure all your accepted identification documents are in order and any necessary changes are requested NOW so you receive them back in good time so as not to hold up your application. You will not be able to engage with the DBS application until you have all these documents to hand and in the correct order.

The list of accepted identification documents that you can use are shown below:

|  |  |
| --- | --- |
| GROUP 1 – Primary Identity Documents | GROUP 2a – Trusted Government Documents |
| Passport  Biometric Residence Permit  Driving Licence (full or provisional)  Birth or adoption certificate | Driving Licence (full or provisional)  Paper driving licence  Birth Certificate (12 months after birth)  Marriage or civil partnership certificate  HM Forces ID card  Firearms licence |
| GROUP 2b – Financial and Social History Documents | |
| Bank/Building Society Statement – posted to your home address  Mortgage statement – posted to your home address  Credit card statement – posted to your home address  Statement showing pension, endowment, or benefit – posted to your home address  P45/P60  Council Tax Statement – posted to your home address  Government entitlement document  Work permit or visa  Letter of sponsorship from a future employer  Letter from your headteacher or school principal (within the last 12 months) – Home students Only | |

**ID Criteria is as follows:**

* One Document from Group 1 (see above) **AND**
* Two other documents from either Group 2a or Group 2b one of which must contain a proof of address where you are now.

**If you cannot produce a document from Group 1, you must provide the following:**

* One document from Group 2a at a minimum.
* Two other documents from Group 2a or 2b.

**THINGS TO REMEMBER**

**Names on all documentation need to be the same, spelt the same and must match exactly**

* If you have been known by any other name and you select yes - you must provide all other names you have been known by from birth
* for each name you provide, you must make sure that the forename and surname fields are both completed
* you must provide the from and to dates for every name you have been known by using the MMYYYY format only. Make sure your dates are entered from the most recent to the oldest.

**Your addresses current and past**

* make sure you supply all the addresses you have lived at in the last 5 years including any [overseas addresses](https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance).

Provide the address where you are currently living. This will be the address that your DBS check will be sent to. Provide all other addresses you have lived at over the last 5 years

For each address, make sure you provide:

* house name/number and street
* town/city
* county
* postcode
* country
* the date you moved into your current address using the MMYYYY format
* for previous addresses, enter the date you moved into and out of each address using the MMYYYY format, with no gaps

**FINALLY**

* You cannot upload any documents that have been downloaded from the internet – **ORIGINAL COPIES ONLY**, these must be posted to your current address. These need to be colour copies as black and white will not be accepted
* Ensure your whole document is captured, do not chop any information off the image, as these will be rejected
* All documents from Group 2b – must be posted to your current address as proof of posting and these can then be scanned/photographed in colour then uploaded.
* Be careful to check your uploads as if your images are blurred, out of focus – these will be rejected.

Once you have received your DBS certificate, there will be a window of opportunity to sign up to the Update Service: DBS Update Service: employer guide - GOV.UK (www.gov.uk)

**Please remember your DBS will be rejected if you don’t ensure the above is in order, and you will not be cleared for placement. This could also result in your withdrawal from your programme.**