



**Amber Valley CVS; A Centre for Voluntary Services**

**Amber Valley CVS Exists to Develop and be Part of a Vibrant Voluntary Sector**

**Amber Valley CVS - DBS Service**  
**Disclosure Information Form**

**Please FULLY complete this form** and return to Amber Valley CVS with your completed application.

Organisation name.....

Describe organisations' main activity - i.e: Nursing Home / Youth Group etc

.....

Address:.....

.....

.....

Telephone number: .....

E-mail Address:.....

Organisations named person: .....

Applicants NAME: .....

POSITION applied for: .....

I consent to this information being held on a database at Amber Valley CVS, to enable us to process your application.

Yes



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### Route One

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

### NOTE - Non-UK/Non-EEA Nationals:

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; **and**
- Biometric Residence Permit OR Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents), which verifies their current address.

If the applicant has satisfied Route One, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

### Route Two

The applicant must produce 3 documents from Group 2 comprising of;

- 1 document from Group 2a; **and**
- 2 further documents from Group 2a or 2b; one of which must verify their current address.

Amber Valley CVS will then need to ensure an external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

If the applicant fails the external validation check, they will need to go for fingerprinting. This may add delay into the overall application process.

### Route Three

ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing an applicant via Route Three.

If the applicant cannot meet the requirements of Route One or Two, you should have a discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

For Route Three, the applicant must produce:

- A certified copy of a UK birth certificate\*;
- and**
- 4 further documents from Group 2 comprising of:  
1 document from Group 2a; **and**  
3 further documents from Group 2a or 2b; one of which must verify their current address.

If the applicant fails to produce the required document set at Route Three, they will need to go for fingerprinting. .

\*All copies of UK birth certificates state 'certified copy' when issued by the General Records Office.



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**The new revised list of acceptable identity documents are:**  
**Please tick the identity documents you have used for this application**

**Group 1 Primary Trusted Identity Credentials**

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) -issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

**Group 2a – Trusted Government/State Issued Documents**

- Current UK Driving Licence (old style paper version)
- Current Non UK Photo Driving licence (valid only for applicants residing outside of the UK at time of application.)
- Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth by General Register Office/relevant authority i.e Registrars
- 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 – Financial/Social History Documents Less than 3 months old**

- Bank / Building Society Statement (UK or EEA) (NON EEA statements must not be accepted).
  - Credit Card Statement (UK or EEA) (NON EEA statements must not be accepted).
  - Utility Bill (UK) - Not Mobile Telephone
  - Benefit Statement - e.g. Child Allowance, Pension.
- Issued within the past 12 months**
- Mortgage Statement (UK or EEA) (NON EEA statements must not be accepted).
  - Financial Statement - e.g pension, endowment, ISA (UK).
  - P45/P60 Statement (UK and Channel Islands)
  - Council Tax Statement (UK and Channel Islands)
  - Work Permit / Visa (UK) (UK Residence Permit)

**Can be more than 12 months old**

- Bank/Building Society Account Opening Confirmation Letter (UK).
- Letter of Sponsorship from future employment provider (Non UK / Non EEA only—valid only for applicants residing outside of the UK at time of application)
- A document from Central/Local Government/ Government Agency/ Local Authority giving entitlement (UK and Channel Island) - e.g. From the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.

I have confirmed the identity of the applicant by checking the documentation identified by the DBS and I have made the necessary checks to ensure the originality of all documents.

Signed: ..... Date: .....



## Amber Valley CVS; A Centre for Voluntary Services

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PLEASE TICK ALL THAT APPLY

- The position involves working with Children
- The position involves regular contact with vulnerable adults
- A cheque made payable to Amber Valley CVS is enclosed.
- Please invoice (subject to account status)

<b>Volunteer</b>	DBS check	<b>£6.00</b>	<input type="checkbox"/>
<b>Paid worker</b>	Enhanced DBS check	<b>£50.00</b>	<input type="checkbox"/>
<b>DBS Adult First check</b> (Health Sector only)		<b>£10.00</b>	<input type="checkbox"/>
<b>External ID Validation</b>		<b>£10.00</b>	<input type="checkbox"/>

*Submitted application for disclosure checklist:*

- Application form completed in Black Ink and Capitals
- Identification verified by authorised named person and ID documents indicated on insert.
- Disclosure Information Form fully completed
- Cheque made payable to Amber Valley CVS for the relevant fee
- Job/Task description included

Once all the boxes are ticked please send DBS Application Form, Insert sheet and payment to:

Emma Rodgers  
Amber Valley CVS, 33 Market Place, Ripley, Derbyshire, DE5 3HA