## Amber Valley CVS; A Centre for Voluntary Services

Amber Valley CVS, a local front door, open since 1989 and working together to benefit and strengthen our community, groups and volunteers

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) ☐

| | | |
|---|---|---|
| **Volunteer** | DBS check | **£10.00** |
| **Paid worker** | Enhanced DBS check | **£60.00** |
| **Paid worker** | Standard DBS check | **£42.00** |
| **DBS Adult First check** | (Health Sector only) | **£10.00** |
| **External ID Validation** | (If no ID from route one) | **£10.00** |

*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:

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



## Amber Valley CVS; A Centre for Voluntary Services

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### 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: …….....

I the Named Person can confirm that the listed ID documents seen were original and in the presence of the applicant

Named Persons Signature:..... Date.....

Applicants NAME: …….

POSITION applied for: …….

**Applicants Declaration**

I have read the Standard/Enhanced Check Privacy Policy for applicants **https://www.gov.uk/government/publications/dbs-privacy-policies** and I understand how DBS will process my personal data and the options available to me for submitting an application:

☐ YES

Applicants Signature ..... Date.....

**Route 1**

The applicant must be able to show:

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

The combination of documents presented must confirm the applicant's name and date of birth.

**Route 2**

Route 2 can only be used if it's impossible to process the application through Route 1.

**The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

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

The combination of documents presented must confirm the applicant's name and date of birth.

**Route 3**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued more than 12 months after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or Group 2b

The combination of documents presented must confirm the applicant's name and date of birth.

If the applicant can't provide these documents, they may need to be fingerprinted.

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

## Group 1: Primary identity documents

| | |
|---|---|
| Passport<br>No:……..<br>Expiry:…… | Any current and valid passport. A UK passport can be expired up to a maximum of 6 months. |
| e-Visa<br>No:……..<br>Expiry:…… | Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create you can create one online |
| Biometric Residence Permit (BRP)<br>No:<br>……<br>Expiry:<br>…….. | UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa |
| Application Registration Card (ARC)<br>No:…… | Issued by the Home Office. Must be checked against the Home Office Employer Checking Service. |
| Current Driving Licence Photocard (Full or Provisional)<br>No:……<br>……..<br>Expiry:<br>…… | Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
| 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. Must be original birth certificate. Certified copies are a group 2a document. |
| Adoption certificate | UK and Channel Islands |

## Group 2a: Trusted Government documents

| | |
|---|---|
| Current driving licence (full or provisional) - paper version (if issued before March 2000)<br>No:……<br>Expiry:…….. | Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date. |
| Current Driving Licence photocard (full or provisional)<br>No:……<br>Expiry:…….. | Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands) |

## Group 2a: Trusted Government documents cont.

| | |
|---|---|
| Birth certificate - issued more than 12 months 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<br>Type:……<br>No:……..<br>Expiry:……. | Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/ permit must relate to the non-UK country in which the role is based. |
| HM Forces ID card or HM Armed Forces Veteran card | UK |
| Firearms licence<br>No:……<br>Expiry:…….. | UK, Isle of Man & Channel Islands |

## Group 2b: Finance & social history documents

| | |
|---|---|
| Mortgage statement | UK<br>**Issued in last 12 months** |
| Bank/Building Society statement | UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.<br>**Issued in last 3 months** |
| Bank/Building Society statement | Countries outside the UK<br>**Issued in last 3 months, (**branch must be in the country where the applicant lives and works). |
| Bank or building society account opening confirmation letter | UK<br>**Issued in last 3 months** |
| Credit card statement | UK<br>**Issued in last 3 months** |
| Financial statement, for example pension or endowment | UK<br>**Issued in last 12 months** |
| P45/P60 statement | UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF<br>**Issued in last 12 months** |
| Council Tax Statement | UK and Channel Islands<br>**Issued in last 12 months** |
| Utility bill | UK - not mobile telephone bill. Cannot be printed from an online account .<br>**Issued in last 3 months** |
| Benefit statement, for example Child Benefit, | UK<br>**Issued in last 12 months** |
| HMRC self-assessment letters or tax demand | UK<br>**Issued in last 12 months** |
| Letter from head teacher, college principal, apprenticeship provider | UK<br>**Issued in last 12 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, | UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc.<br>**Issued in last 12 months** |
| Letter of sponsorship from future UK employment provider | Valid only for applicants residing out-side of the UK at time of application.<br>**Must still be valid** |
| European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) | UK<br>**Must still be valid** |
| EEA National ID card | **Must still be valid** |
| Irish passport card | Cannot be used with an Irish passport.<br>**Must still be valid** |
| Cards carrying the PASS accreditation logo | UK, Isle of Man, and Channel Islands. Digital PASS cards, acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.<br>**Must still be valid** |

## Dates/Origin of 2b documents:

……
……
……
……

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: ……**