

DBS required documentation - ALL DOCUMENTS MUST BE ORIGINAL

If you have a National Insurance number, we must have this information to complete the DBS application.

If you have a valid passport, you must provide your passport to complete the DBS application. If you do not have a valid passport you must provide a your birth certificate

You must provide your DVLA photo card and/or paper driving licence (if you do not have a photocard) which must show your current address

An additional proof of address – i.e.. Council tax bill, utility bill. (see denoted date of document)

For your DBS appointment we require 3 documents – the preferred documents are:

- Passport - current in date
- DVLA photo drivers licence
- Council tax bill, Bank statement or utility bill (dated within 3 months)

If you do not have the above please see below for the other options

Acceptable identity documents – ALL DOCUMENTS MUST BE ORIGINAL

The new revised list of acceptable identity documents are:

- One (1) document from Group 1; and
- Two (2) further documents from Group 1, 2a or 2b; one of which must verify your current address...
- If you have moved address in the last 5 years please bring paperwork showing your current address and your previous address(s) to cover the complete 5 year period.
- All Proof of identification must be the original document.

All of the original documents you use for identification must show your name spelt correctly. If this is not the case then you will not be able to complete the DBS 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 (full or provisional) Driving Licence UK or Isle of Man/Channel Islands Photocard only (a photocard is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth certificate (UK or Channel Islands) - issued within twelve 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 valid Passport (UK, EEA or Non-EEA)
- Current UK Driving Licence (Photocard or old style paper version)

- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) - issued within twelve months of date of birth
- Certified copy of Birth Certificate (UK & Channel Islands) - issued after twelve months of date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b: Financial/Social History Documents

- Mortgage Statement (UK)**
- Bank/Building Society Statement (UK)*
- Credit Card Statement (UK)*
- Financial Statement – e.g. pension, endowment, ISA (UK)**
- P45/P60 Statement (UK or Channel Islands)**
- Council Tax Statement (UK or Channel Islands)**
- Work Permit/Visa (UK) (UK Residence Permit)**
- Utility Bill (UK)* (mobile telephone statements are not acceptable)
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK or Channel Islands)* - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)

Please Note:

If a document in the list of Valid Identity Document is:

Denoted with * it should be less than three (3) months old

Denoted with ** it should be issued within the past twelve months

Not denoted it can be more than twelve months old..

Before your license can be granted you will need to register with the DBS Update Service using the following link and quoting your DBS disclosure number within fourteen (14) days of receiving the disclosure from DBS

<https://secure.crbonline.gov.uk/crsc/subscriber>

The Council will no longer receive a copy of your disclosure, when you receive your copy you will need to bring it into the Council Offices for an officer to view. Please put the certificate in a sealed envelope and mark for the attention of "LINDA HOPKINS" with the wording "NOT FOR SCANNING" clearly on the envelope. The DBS disclosure will be returned to you and you will need to keep it for any future application.

For any subsequent renewal application, provided you have paid your annual £13 online subscription, you will not need to apply for another DBS disclosure unless your circumstances have changed.. If the online check tells us that your circumstances have changed you will need to complete a new DBS disclosure application; if your circumstances have not changed, a new DBS disclosure will not be needed.

If you undertake other work that needs a DBS disclosure, such as school contracts for the County Council, you will be able to use the same DBS disclosure provided that you register online.

Note

It can take up to ten (10) weeks for the DBS certificate to be returned to an applicant. A hackney carriage/private hire driver licence will not be issued until North Hertfordshire District Council is in receipt of the up to date DBS result and you have signed up to the online service