**DISCLOSURE & BARRING**

**APPLICATION CHECK**

***Please complete and return to*** ***DBS@kirklees.gov.uk***

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| **Organisation Name** |  |
| **Name of Evidence Checker** |  |
| **Name of applicant** |  |
| **Email address of applicant**  |  |
| **Payment by BACS –** **printed proof of payment required** | **Barclays Bank****Account name: KMC Suspense** **Sort Code : 20-43-12 Account No. 23574768** **Ref: 101257-73030** |
| **Job Title of Applicant** |  |
| **Workforce** | **Child Workforce (working with under 18’s)** | **Adult Workforce (working with vulnerable adults over 18’s)** | **Child & Adult Workforce** | **Other Workforce (work NOT related to children or adults)** |
| **Type of Disclosure –** **\*These costs include the Kirklees Council admin fee of £20.00** | **Standard - £23.00 + \*£20.00****TOTAL = £43.00** | **Enhanced - £40.00 + \*£20.00****TOTAL = £60.00** | **Volunteers - Free + \*£20.00****TOTAL = £20.00** |
| **Basic DBS Check -****£25.00 + \* £10.00 Admin fee** | **£23.00 + \* £10.00 Admin fee TOTAL = £33.00**[*https://www.gov.uk/find-out-dbs-check*](https://www.gov.uk/find-out-dbs-check) |
| **Are you entitled to know whether the applicant is barred from working with Children? (Tick YES or NO \*\*\*)** | **YES** | **NO** **\*\*\* It is an offence to employ a person to do work with children or vulnerable adults if they have been barred from doing so** |
| **Are you entitled to know whether the applicant is barred from working with Adults? (Tick YES or NO \*\*\*)** | **YES** | **NO****\*\*\* It is an offence to employ a person to do work with children or vulnerable adults if they have been barred from doing so** |
| **Does the position involve working with Children or Adults at the applicant’s home address? (Tick YES or NO)** | **YES**\*\*\*please note, marking 'YES' will instruct the DBS to screen all individuals who live at this applicant's home address. | **NO** |
| **Has the relevant document checks been carried out?**  | **YES** | **NO** |
| **Date** |  | **Evidence Checkers Signature** |  |

**DBS IDENTITY TICK LIST (do NOT attach copies of ID to this form)**

**THIS SECTION TO BE COMPLETED BY THE EVIDENCE CHECKER**

**Once completed, please return the Disclosure form and proof of payment (bank statement, screenshot or BACS transfer printout) to dbs@kirklees.gov.uk. The applicant will shortly receive an email with a link to the E-DBS application form. They will need to follow the link in the email to complete their DBS disclosure application form.**

**If the applicant does not complete their on-line application form with 3 months, the link will automatically get deleted from the system and you will have to reapply – there will be no refund**

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| **GROUP 1** | **Tick** |
| **Current Valid Passport (**Any current and valid passport)**A passport or Biometric residence permit can only be used as a supporting document if it is not already been used as a primary document** |   |
| **Biometric Residence Permit -** UK |   |
| **Current Valid Driving Licence** UK (Full or provisional) Isle of Man /Channel Islands and EU; Photo card only**All driving licences MUST be valid** |   |
| **Birth Certificate** UK & Channel Islands – issued within 12 months of birth, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces |   |
| **Adoption Certificate** UK and Channel Islands |   |
| **GROUP 2a** | **Tick** |
| **Current Driving Licence photo card (full or provisional) – all countries outside the EEA** |   |
| **Current Driving Licence (Full or Provisional) – paper version if issued before 1998** |  |
| **Birth Certificate** UK & Channel Islands – issued after time of birth**(If they were adopted before the age of 10, they do not need to provide their surname at birth, they should give their adoptive name)** |  |
| **Marriage/Civil partnership certificate** |  |
| **Immigration document, visa or work permit - Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based** |  |
| **HM Forces ID card – UK** |  |
| **Firearms Licence – UK, Channel Islands and Isle of Man** |  |
| **GROUP 2b** | Tick |
| **Mortgage statement - issued within the past 12 months** |   |
| **Bank/Building society statement - less than 3 months old - UK and Channel Islands. Countries outside the EEA, branch must be located in the country in which the applicant lives and works** |   |
| **Bank or building society account opening confirmation letter (issued in last 3 months) - UK** |  |
| **Credit card statement - less than 3 months old** |  |
| **GROUP 2b continued…………….** |  |
| **Financial statement - (issued within the past 12 months) - e.g. pension, endowment, ISA** |  |
| **P45/P60 statement - UK & Channel Islands - (issued within the past 12 months)** |  |
| **Council tax statement - UK & Channel Islands - (issued within the past 12 months)** |  |
| **Letter of sponsorship from future employment provider - Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application - Must be still valid** |  |
| **Utility bill (less than 3 months old) - electricity, gas, water, telephone – NOT mobile phone contract/bill** |  |
| **Benefit statement - (less than 3 months old) - e.g. Child Allowance, Pension** |  |
| **A document from central/ local government/ government agency/ local authority giving entitlement (UK & Channel Islands)\* - less than 3 months old e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security** |  |
| **EEA National ID card – MUST be still valid** |  |
| **Irish Passport Card – Cannot be used with an Irish passport – MUST be still valid** |  |
| **Cards carrying the PASS accreditation logo – UK, Isle of Man and Channel Islands – MUST be still valid** |  |
| **Letter from a head teacher or college principal – UK for 16 to 19 year olds in full time education, only used in exceptional circumstances if other documents cannot be provided – MUST be still valid** |  |

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| **Three routes of ID checking****ROUTE 1****The applicant MUST be able to show:-*** **One document from Group 1**
* **2 further documents from either Group 1, or Group 2a or 2b**

**At least one of the documents must show the applicants current address****If the applicant isn’t a national of the UK or the EEA and is applying for voluntary work – they may need to be fingerprinted if they can’t show these documents.****ROUTE 2****Route 2 can only be used if it’s impossible to process the application through Route 1****If the applicant isn’t a national of the UK or the EEA and is applying for voluntary work they can’t use Route 2. 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**
* **2 further documents from either Group 2a or 2b**

**At least one of the documents must show the applicants current address.** **EEA nationals who’ve been resident in the UK for 5 years or less may need to be fingerprinted if they can’t show these documents.****ROUTE 3****Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2****EEA nationals who’ve been resident in the UK for 5 years or less can’t use Route 3****For route 3, the applicant must be able to show:-*** **A birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands**
* **One document from Group 2a and**
* **3 further documents from Group 2a or 2b**

**At least one of the documents must show the applicants current address. If the applicant can’t provide these documents they may need to be fingerprinted.** |
| **Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph.** |
| **Documents in a previous name can be accepted only where the candidate can provide documentation supporting a recent change because of:*** **marriage/civil partnership (marriage/civil partnership certificate)**
* **divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate)**
* **deed poll (Deed Poll certificate)**

**If the applicant fails to produce the required document set out, they will need to go for fingerprinting. This may add delay into the overall application process.** |
| **CHECKING DOCUMENTS*** **you must only accept valid, current and original documentation**
* **you must not accept photocopies**
* **you must not accept documentation printed from the internet e.g. internet bank statement**
* **identity information for the applicant’s name, date of birth and address must be validated**
* **you should, where possible, ask for photographic identity (e.g. passport, new style driving licence and for this to be compared against the applicant’s likeness)**
* **all documents must be in the applicant’s current name**
* **one document must confirm the applicant’s date of birth**
* **you must see at least one document to confirm the applicant’s current address - which is no older than three months**

**Only one document from each of the subgroups in group 2 should be included in the document count e.g. do not accept two bank statements even if they are from different banks. You cannot accept the foreign equivalent of an identity document if that document is listed as ‘(UK)’ on the list of valid identity documents.****If an identity document is provided in a foreign language, you must obtain a translation of that document, certified by a Notary Public.** |
| **Declaration****If the incorrect information is submitted to the DBS on your on-line application form or is returned by the Police force requesting further information, the DBS conflicts team have the right to withdraw your application. A refund of the application fee will NOT be possible.** |