

Step 3: Getting an Enhanced CRB/DBS Certificate

In order to enable you to legally work with our students, you will need to apply for an 'Enhanced CRB/DBS Certificate'. This is something we can arrange for you at no cost.

1. Scan or photocopy a combination of four ID documents and proof of address documents
roger@myonedegree.org. You will need to send us the following (more details of what to send us [here](#)
and below):

One to two forms of photo ID including any of the following:

- Drivers Licence
- Passport
- Birth Certificate
- *More options available below*

And two to three forms of proof of address including any of the following:

- Bank statement
- Credit Card statement
- P60/P45
- Utility bill / Council bill
- *More options available in below*

2. We will then send you an online DBS form to fill out via www.personnelchecks.co.uk.
3. When we see you, we will verify the originals of the documents you have sent in point 1.
4. Once verified, you will be sent a DBS certificate in the mail 10 working days.
5. Please email us a copy of your certificate.
6. Please bring us your original to your next session.

Valid ID documents for DBS check

For our checks we will need 4 documents in total:

2 documents from groups 1 and 2a and 2 from group 2b

OR

1 document from group 1 and 3 from groups 2a and 2b:

Group 1 – Primary Trusted Identity Credentials

- Current Driving Licence Photo Card (UK/Isle of Man/Channel Islands and EU)
- Current Valid Passport
- Birth Certificate issued at time of birth (UK)
- Biometric Residence Permit (UK)
- Adoption Certificate (UK)

Group 2a - Trusted Government/State Issued Documents

- Current Driving Licence Photo Card (All other countries)

- Old Style Paper Driving Licence (UK/Isle of Man/Channel Islands and EU)
- Birth Certificate – issued after time of birth (UK & Channel Islands) -
- Marriage/Civil Partnership Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Channel Islands and Isle of Man)

Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA) (issued in the last 12 months)
- Bank/Building Society Statement (UK or EEA) (issued in the last 3 months)
- Bank/Building Society Account Opening Confirmation Letter (UK) (issued in the last 3 months)
- Credit Card Statement (UK or EEA) (issued in the last 3 months)
- Financial Statement - e.g. pension, endowment, ISA (issued in the last 12 months)
- P45 or P60 Statement UK - (issued in the last 12 months)
- Council Tax Statement (UK) (issued in the last 12 months)
- Work Permit/Visa (UK) (UK Residence Permit)
- 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)
- Utility Bill (issued in the last 3 months)
- Benefit Statement - e.g. Child Allowance, Pension (issued in the last 3 months)
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security (issued in the last 3 months)
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK) – must be valid
- Letter from Head Teacher or College Principal (16-19-year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)

FAQ's

What is Disclosure and Barring Service (DBS) checks and who needs them?

DBS checks provide details of an individual's criminal record and, for certain roles, information held by the Independent Safeguarding Authority (ISA) and local police intelligence. They are used to enable organisations to recruit suitable staff and make licensing decisions and play an essential role in the safeguarding of children and vulnerable adults. DBS checks should be requested for those undertaking work (both paid and unpaid) which is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

How does the online application process work?

The applicant will first be asked to complete an online application form and present evidence of their identity to a nominated ID verifier at their organisation. Once this has been submitted, the ID verifier, will receive an email prompting them to confirm the ID checked.

The ID verifier then required to confirm that they have checked the applicant's address and confirm a declaration before submitting the information. If insufficient ID has been selected or information has been incorrectly entered, the system will prevent the ID verifier from progressing until sufficient information in the correct format has been provided.

Additional guidance on the ID checking process can be found at:

<http://www.personnelchecks.co.uk/id-documentation-required-for-a-crb-check/list-of-valid-id-documents-may-2012/>

How long does a DBS check take?

Once a form is submitted to the DBS the process takes an average of 6 days. Some checks may take longer than this.

How long are DBS checks valid for?

A DBS disclosure is not valid for any specific timescale however each DBS check will show the date on which it was issued.

DBS checks do not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of the DBS check at any time after it is issued.

The decision as to if an employer wishes to re-check any employees disclosure is at the discretion of the employer.

Queries

If you have any queries with regards to completing your DBS application, please contact our Personnel Checks team on 01254 355688 or email dbs@personnelchecks.co.uk

Further guidance can be found on our website at www.personnelchecks.co.uk