

# Important Notice

**Please read the notice below and ensure you have all the required information before clicking 'Continue to Application' at the foot of this page to begin your application.**

The web application form has a ten-minute screen inactivity logout to protection your personal data. As there is no save option, please ensure that you are active in your application at least once every ten minutes to prevent data loss and the need to rekey your application.

If you have any difficulties with any part of the application, our support line is open 09:00 – 20:00 on 01691 662255 or 07976 082099.

**Your application is for an ENHANCED DBS**

## Steps to Easier Application Completion

1. Please read the following through fully first.
2. Collate the Evidence required (see below) before you start your application. **THERE IS NO SAVE OPTION.** This is in order to keep your personal data secure; this is a single session application only.
3. Collate the following before you start your application. **THERE IS NO SAVE OPTION.** This is in order to keep your personal data secure; this is a single session application only.
4. Details of all the names you have been known by / used and dates.
5. A full five-year address history, including postal codes.
6. If you have been timed/logged out of the website, log back into the website by completing the Username and Password fields.
7. Please click on the Your Application link on the top left-hand side of your screen.
8. Complete the form as per the instructions in the tutorial video, basically working your way down each page of the application, completing relevant fields and ensuring that you click on the “Save Changes” button at the bottom of each form page until you reach the end.
9. At the end of the application, click on the Submit button. This will send an automatic email to the organisation who requested the criminal record check and alert them that your application is complete and is on their Operational Web Account ready for them to validate your ID Evidence before submitting your application to Disclosure Services.

## Evidence Documentation Guide

Your ID Documents will be validated by **Broadlands Group RDA** before you start this process.

The Disclosure & Barring Service (formerly CRB) will also need to confirm your identity, so please ensure that you have the required number and type of the following list of documents.

If you can provide at least one document from Group 1 you will need a further two documents which can come from either Group 1, 2a, or 2b (i.e. providing three documents in total). One of these documents must verify your current address.

If you cannot provide any documents from Group 1, you will need three documents from Group 2 comprising of one document from Group 2a and two further documents from Group 2a or 2b. One of these documents must verify your current address.

If you cannot provide these documents, you will need your Birth Certificate (UK and Channel Islands Only) – (which must have been issued within 12 months of your date of birth by the General Register Office/relevant authority) and four further documents from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b. One of these documents must verify your current address.

### **Group 1 - Primary Trusted Identity Credentials**

- Passport (Any current and valid passport)
- Biometric Residence Permit (UK)
- Current Driving Licence - Photo card (UK / Isle of Man / Channel Islands & EU)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth
- Adoption Certificate (UK & Channel Islands)

### **Group 2a - Trusted Government / State Issued Documents**

- Current Driving Licence - Photo card (For All Countries other than UK / Isle of Man / Channel Islands & EU)
- Current Driving Licence - (Old Style) Paper version (UK / Isle of Man / Channel Islands & EU)
- Birth Certificate (UK and Channel Islands) - Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands & Isle of Man)

### **Group 2b - Financial / Social History Documents**

- Bank/Building Society Statement (UK & Channel Islands or EEA) issued in the last 3 months
- Utility Bill (UK) - Not Mobile Telephone issued in the last 3 months
- Benefit Statement e.g. Child Allowance, Pension etc. (UK) issued in the last 3 months
- Central or Local Government, Government Agency or Local Authority document giving entitlement (UK & Channel Islands) issued in the last 3 months
- Credit Card Statement (UK or EEA) issued in the last 3 months
- Mortgage Statement (UK or EEA) issued in the last 12 months
- Financial Statement e.g. Pension or Endowment (UK) issued in the last 12 months
- P45/P60 Statement (UK & Channel Islands) issued in the last 12 months
- Council Tax Statement (UK & Channel Islands) issued in the last 12 months
- Work Permit or Visa (UK) (valid up to expiry date)

- Bank/Building Society Account Opening Confirmation Letter (UK) issued in the last 3 months
- Letter of Sponsorship from future employment provider (must still be valid) Note: Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application
- EU National ID Card (must still be valid)
- Card carrying the PASS Accreditation logo (UK and Channel Islands - must still be valid)
- Letter from Head Teacher or College Principal (UK - 16 to 19-year olds in full time education) Note: Only used in exceptional circumstances when all other documents have been exhausted

**N.B: Internet generated documents are not acceptable.**

In addition, you need to confirm with the organisation you are applying to whether you are going to have your ID documents validated by them or use the Veri-fy++ form that can be generated at the end of the remote web application process.

**Your ID Documents will be validated by Broadlands Group RDA before you start this process.**

**If you have any difficulties with any part of the application, our support line is open 09:00 – 20:00 on 01691 662255 or 07976 082099.**

When your application has been received by the Disclosure & Barring Service (DBS), an application can be completed between 1 and 60 days.

**Please note any reference numbers so we can track you application.**

You can seek Independent advice from the Disclosure & Barring Service (0870 90 90 844) and NACRO (020 7840 7235).

**Are you using a smartphone or tablet device to access this application?** If so, we have a range of mobile apps optimised for your device

Disclosure & Barring Service (DBS):

