



## Independent People Volunteer

### Disclosure and Barring Service (DBS) Information

Formerly known as CRB Checks

#### Why we need it

It helps Independent People to make an informed decision about suitability for volunteering with young people and the law says we must vet all volunteers

#### Where the information comes from and what we do with it

Information is taken from a variety of police databases, and there are guidelines in place to make sure that ex-offenders are treated fairly. The DBS certificate gets sent to you. We don't get a copy the certificate but we do get told whether it is clear or not. If it is not clear, we then ask you to share the information with us so we can assess it.

Don't worry, having a criminal record doesn't automatically mean you can't volunteer but we have to look at each case individually. Information we get from the DBS check will stay confidential.

#### What we need form you

If you have already had a DBS check and you are signed up to the 'Update Service' then we only need your consent to allow us to do a check. If you don't already have a certificate or you are not enrolled on the 'Update Service' then we will do the DBS check. To enable us to do this, you need to include three forms of identification which are used to prove who you are and where you live – below is a long list for you to choose from but if you're not sure - just ask.

1. **Route 1** – **One** item from **Group 1** and **two** items from **Group 2**
2. **Route 2** – **Three** items from **Group 2**. This has to be **one** item from **Group 2A AND two** items from **Group 2A or 2B**
3. **Route 3** – If you cannot produce any items for the above two Routes then you must find:
  - a. A Certified copy of a UK Birth Certificate
  - b. **Four** further items from **Group 2**.



This has to be **one** from **Group 1** and **three** from **Group 2A or 2B** one of those items must have your current address on it.

### **GROUP 1**

- Current Valid Passport Number and Date of Issue (UK, EEA or Non-EEA)

Or

- Current UK Driving Licence Number and Date Valid From (section 4a on photocard)  
This can be either old paper style or new photocard style

### **GROUP 2**

#### **2A**

- Current Valid Passport (UK, EEA or Non-EEA)
- Current UK Driving Licence (Photocard or old style paper version)
- UK Birth Certificate (Issued within 12 months of date of birth)
- UK Marriage/Civil Partnership Certificate
- HM Forces ID card
- UK Firearms licence
- Adoption certificate
- Bank/Building Society Statement\*
- UK Biometric Residence Permit

### **What is a biometric residence permit?**

The biometric residence permit is a residence permit which holds a migrant's biographic details (name, date and place of birth) and biometric information (facial image and fingerprints), and shows their immigration status and entitlements while they remain in the UK.

This will apply to Foreign nationals from outside the European Economic Area making certain applications to the UK Border Agency have to apply for a biometric residence permit.

#### **2B**

- UK Bank Statement
- Utility Bill \*  
(Electricity, Gas, Water, Telephone – **NOT** Mobile phone contract/ bill)
- Credit Card Statement \*



## Disclosure & Barring Service



- Benefit Statement \*  
(e.g. Child Allowance, Pension, Housing Benefit)
- UK P45/P60 Statement \*\*
- UK Council Tax Statement \*\*
- Mortgage Statement \*\*
- UK Work Permit/Visa \*\*
- UK Certificate of British Nationality
- EU National ID Card
- UK Cards Carrying the PASS Accreditation Logo
- A Document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK) and Channel Islands \*  
(e.g. from the Department for Work and Pensions, The Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security)

\* Must be less than 3 months old

\*\* Issued within past 12 months