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**DBS**

**Standard**

**& Enhanced**

**Evidence**

**Gathering**

**Form**

**for**

**EEA**

**Nationals**

**EEA national evidence gathering form**

# Applicant Section

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** (cross in appropriate field)  Mr Mrs Miss Ms Other (Please specify) | | | | |
| **Forename/s** (Include all Middle Name/s) | | | | |
| **Surname** | | | | |
| **Date of Birth** (please enter as **ddmmyyyy** i.e. 12/07/1980) | | | | |
|  |  | Male |  | Female  Individuals wishing to apply for a DBS check must declare all current and previous identity details to the DBS to receive a valid certificate. Currently there is no facility to supply transgender information securely at the point of application for a DBS Enhanced or Standard check. Applicants wishing to use the sensitive application route can submit their application following the normal process, providing identity details and history for their current gender only. At the same time applicants must contact the DBS Casework Management team either by telephone +44(0)151 676 1133 or email sensitive@dbs.gsi.gov.uk to advise that they have previously been known by a different gender identity but do not wish this to be disclosed on their certificate. They do not need to provide evidence or a declaration of their previous identity and only need follow the sensitive application route once unless further transgender information is to be added. After capture, transgender information cannot be deleted and will continue to be searched for all future applications due to profile matching. |
|  |  |
| **National Insurance Number** | | | | |
| **Home Telephone Number** | | | | |
| **Mobile Telephone Number** | | | | |
| **Email Address** | | | | |

# Birth Section

|  |
| --- |
| **Country of Birth** |
| **Nationality** |
| **Town/City of Birth** |
| **County Of Birth** |

# Job Role Section

|  |  |
| --- | --- |
| **Workforce type** |  |
| Child workforce |  |
| Adult workforce |  |
| Child & Adult workforce |  |
| Other workforce |  |

You must enter the position being applied for (e.g. Physician, Surgeon, Anaesthetist, Pharmacist, Nurse, Social Worker etc.). You must also include the work setting (e.g. School, Hospital, Care Home etc.), or record which contact group (e.g. children).

Please do NOT use the word 'Assistant' in the position field if the post is voluntary.

|  |  |
| --- | --- |
| **Position applied for** |  |

# Address Section

## Current Address Details

|  |  |
| --- | --- |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |

Note:- DBS require a **full five (5) year address history**, if you have lived here for less than five (5) years please add all previous addresses, including postcodes and dates in the next section. The addresses can not have any gaps or overlap.

|  |  |
| --- | --- |
| ***Previous Address:*** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |
| **Resident until (mm/yyyy)** |  |

|  |  |
| --- | --- |
| ***Previous Address:*** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |
| **Resident until (mm/yyyy)** |  |

|  |  |
| --- | --- |
| ***Previous Address:*** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |
| **Resident until (mm/yyyy)** |  |

|  |  |
| --- | --- |
| ***Previous Address:*** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |
| **Resident until (mm/yyyy)** |  |

|  |  |
| --- | --- |
| ***Previous Address:*** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Resident from (mm/yyyy)** |  |
| **Resident until (mm/yyyy)** |  |

# Other Names Used

|  |  |
| --- | --- |
| **What year did you start using your current**  **name** |  |

|  |  |
| --- | --- |
| **Previous Forename Used** |  |
| **Previous Surname Used** |  |
| **Used from (enter year)** |  |
| **Used to (Enter year)** |  |

|  |  |
| --- | --- |
| **Previous Forename Used** |  |
| **Previous Surname Used** |  |
| **Used from (enter year)** |  |
| **Used to (Enter year)** |  |

|  |  |
| --- | --- |
| **Previous Forename Used** |  |
| **Previous Surname Used** |  |
| **Used from (enter year)** |  |
| **Used to (Enter year)** |  |

|  |  |
| --- | --- |
| **Previous Forename Used** |  |
| **Previous Surname Used** |  |
| **Used from (enter year)** |  |
| **Used to (Enter year)** |  |

|  |  |
| --- | --- |
| **Previous Forename Used** |  |
| **Previous Surname Used** |  |
| **Used from (enter year)** |  |
| **Used to (Enter year)** |  |

# Evidence Section

## Route 1

The applicant must be able to show:

* 1 document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s 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 their documents.**

## Route 2

**Route 2** can only be used if it is impossible to process the application through **Route 1**.

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* 1 document from Group 2a
* 2 further documents from either Group 2a or 2b

**At least one of the documents must show the applicant’s current address**. The organisation conducting their ID check must then also use an appropriate external ID validation services to check the application. We have an external ID checking validation service built into the web application.

**EEA Nationals who’ve been a 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 is impossible to process the application through Routes 1 or 2. **EEA Nationals who have been resident in the UK for 5 years or less cannot 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) and
* 1 additional document from Group 2a and
* 3 further documents from Group 2a or 2b

**At least one of the documents must show the applicant’s current address. If the applicant cannot provide these documents they may need to be fingerprinted**

**Group 1: Primary identity documents**

|  |  |  |
| --- | --- | --- |
| **Provided**  **(tick)** | **Document** | **Notes** |
|  | Passport | Any current and valid passport |
|  | Current biometric residence permit | UK |
|  | Current driving licence photocard (full or provisional) | UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
|  | Birth certificate – issued within 12 months of birth | UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas e.g. embassies, High Commissions and HM Forces |
|  | Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

|  |  |  |
| --- | --- | --- |
| **Provided**  **(tick)** | **Document** | **Notes** |
|  | Current driving licence photo-card (full or provisional) | All countries outside the EEA (excluding Isle of Man and Channel Islands) |
|  | Current driving licence paper version (if issued before 1998 – full or provisional) | UK, Isle of Man, Channel Islands and EU |
|  | Birth certificate – issued after 12 months from time of birth | UK, Isle of Man and Channel Islands |
|  | Marriage/civil partnership certificate | UK and Channel Islands |
|  | HM Forces ID card | UK |
|  | Firearms licence | UK, Channel Islands and Isle of Man |
|  | Immigration document/Visa/Work permit | 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 |

**Group 2b: Financial and social history documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provided**  **(tick)** | **Document** | **Notes** | **Issue date and validity** |
|  | Bank or building society statement | UK and Channel Islands or EEA | 3 months from date of application |
|  | Bank or building society account opening confirmation letter | UK | 3 months from date of application |
|  | Credit card statement | UK or EEA | 3 months from date of application |
|  | Utility bill | UK – not mobile telephone bill | 3 months from date of application |
|  | Benefit statement, e.g. Child Benefit, Pension | UK | 3 months from date of application |
|  |  |  |  |
|  | Central or local government, government agency, or local council document giving entitlement e.g. from the Department for Work and  Pensions, the Employment  Service, HMRC | UK and Channel Islands | 3 months from date of application |
|  | Financial statement, e.g. pension or endowment | UK | 12 months from date of application |
|  | P45 or P60 statement | UK and Channel Islands | 12 months from date of application |
|  | Council Tax statement | UK and Channel Islands | 12 months from date of application |
|  | Mortgage statement | UK or EEA | 12 months from date of application |
|  | 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 still be valid |
|  | EEA National ID card | - | Must still be valid |
|  | Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
|  | Letter from 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 still be valid |
|  | Irish Passport Card |  | Cannot be used with an Irish passport |

**FAIR PROCESSING: NOTICE TO APPLICANTS SUBMITTING DBS ENHANCED AND STANDARD CHECKS**

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006. Guidance and criteria on the filtering of these cautions and convictions can be found at [www.gov.uk.](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

I confirm that I understand that it is a requirement of the DBS (formerly CRB)'s Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Employers/Organisations to have a written policy on the recruitment of ex-offenders; a copy of which can be given/made available to applicants at the outset of the recruitment process.

I confirm that I have been made aware and have been given copies or have access to the (**insert organisation name below)**

Policy on the Recruitment of Ex-offenders,

Handling of DBS Certificate Information, Equal Opportunities Policies, and the DBS (formerly CRB) Code of Practice April 2009 at the outset of my recruitment.

I confirm my understanding that my Disclosure information is only used for the specific purpose for which it was requested and for which my full consent has been given.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

***Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with*** ***current guidance?***<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Yes No

Please tick:

I declare the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

I consent to the DBS (formerly CRB) checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity and verification purposes.

I consent for another person to key in this application, I consent to the company receiving a notification about the status of my application and I consent for a third party to receive a certificate.

Signed:

Print:

Date:

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