

## Request for DBS Disclosure

Please complete this form and return it to the office with the required documentation (see reverse). Once the documents are approved and this form submitted, an account will be set up to enable you to complete the DBS Disclosure online. Once the account is ready, you will be sent further instructions by email.

Please provide the following information using BLOCK CAPITALS:

First name	
Surname	
Email address	

### Auto-Update Service

- We encourage **all applicants** to use the Update Service, an online subscription service that allows you to keep your DBS certificate up to date and allows employers to check a certificate online.
- You must register for this within 30 days of your DBS being issued.
- There will be a charge for this service. Please go to <https://www.gov.uk/government/collections/dbs-update-service-promotional-material> for more information.

Reason for requiring a DBS disclosure. Please tick as appropriate:

New <b>member of staff</b>	
Existing <b>member of staff</b> (DBS renewal)	
<b>Volunteer</b> (please state the intended capacity)	
<b>Contractor</b>	
<b>Host family</b>	
<b>Peripatetic/ self-employed teacher</b>	
<b>Trustee and other members of Council</b>	

### Charges

- Volunteers £30 (includes members of council, host and exchange family members)
- All others £80 unless paid for by the school (staff and trustees)

### Confirmation of the school's agreement to pay costs of DBS Disclosure:

_____	_____	_____	_____
Name	Role	Date	Signature

Office Use only

Payment received		ID Verifier	
Date received		Date ID submitted online	
Username		DCC account created	

An activity of Rudolf Steiner School South Devon Limited, registered charity number 286434

Company number 1693887 registered in England at the above address

[www.southdevonsteinerschool.org](http://www.southdevonsteinerschool.org)

As a charity we charge only to cover our costs and offer extensive public benefit.

Password		Copy to Finance	
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## List of acceptable documents for DBS ID Verification

Route One ID verification process:

- Only **valid, current and original documents** are accepted
- You must produce **at least 3 documents**: 1 document from Group 1 and 2 further documents from Groups 1, 2a or 2b; one of which must verify your current address.

(√) Group 1

	Any current valid Passport
	UK Valid Biometric Residence Permit
	Current Driving Licence Photo card (UK/Isle of Man/Channel Islands and EU only) (Full or provisional)
	UK Birth Certificate– (issued at time of birth - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
	UK and Channel islands Adoption certificate

(√) Group 2a

	Current Driving Licence Photo card (all other countries)
	Current old style Paper Driving Licence (UK/Isle Of Man/Channel Islands and EU only)
	Birth Certificate (UK and Channel Islands) - (issued after time of birth)
	Marriage/Civil Partnership Certificate (UK and Channel Islands)
	HM Forces ID Card (UK)
	Fire Arms Licence (UK and Channel Islands)

(√) Group 2b

	Mortgage Statement (UK or EEA) (issued within past 12 months)
	Bank/Building Society Statement (UK or EEA) (issued within past 3 months)
	Bank/Building Society Account Opening Confirmation Letter (UK)
	Credit Card Statement (UK or EEA) (issued within past 3 months)
	Financial Statement - e.g. pension, endowment, ISA (UK) (issued within past 12 months)
	P45/P60 Statement (UK & Channel Islands) (issued within past 12 months)
	Council Tax Statement (UK & Channel Islands) (issued within past 12 months)
	Work Permit/Visa (UK) (UK Residence Permit) (valid until expiry date)
	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 (UK) – Not Mobile Telephone (issued within past 3 months)
	Benefit Statement - e.g. Child Allowance, Pension (issued within past 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 within past 3 months)
	EU National ID Card

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	Cards carrying the PASS accreditation logo (UK and Channel Islands)
	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)

**For the office information:**

- ☐ *All documents must be in the applicant's current name unless supported by a marriage or civil partnership certificate*
- ☐ *If the applicant has satisfied Route One then the ID Verification is complete. If the applicant cannot produce a Group 1 document please follow the guidance on how to complete Routes 2 or 3.*

**If the applicant does not have a Group 1 document then Route 2 will have to be followed:**

**Route Two**

The applicant must produce:

- 3 documents from Group 2 comprising of;
- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify their current address.

and

- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

PLEASE NOTE: Contact the Safer Recruitment Service for information on how to complete an external ID Validation check.

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to Route Three.

**Please be advised that Route Three should only be used in circumstances once you have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two.**

**Route Three**

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:

1 document from Group 2a; and

3 further documents from Group 2a or 2b; one of which must verify their current address.

**If the applicant fails to produce the required document set to comply with Route Three, they will be asked to provide their fingerprints, which the DBS will arrange to be taken by the Police, at a local Police Station. Please note that in these circumstances a paper application will be required and this will cause a delay to the DBS application process and subsequently to your recruitment processes.**

For further help please see the 'Step by step guide on carrying out an online ID Validation', the 'FAQ document' and the FAQ option from the ID Verifier panel when logged into your ID Verifier account.

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Alternatively contact the Safer Recruitment Service at [disclose@devon.gov.uk](mailto:disclose@devon.gov.uk) or telephone 01392 383266/381033.

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