



# EVIDENCE CHECKER CHECKLIST

*For school reference only*

Tick Box once completed

**Pass form with cover letter to applicant with supporting documents**

**Ascertain Correct Route for Evidence Check—  
Check the Form for accuracy**

**Complete Verification Boxes, Section W and Section X**

**Complete All Registered Body Paperwork**

- 1) Evidence Form
- 2) School Log

**Ensure all permissions are obtained from applicant to pass information on—Join the Update Service**

**Send DBS application with relevant paperwork to LDBS counter-signatory**

**Remind applicant to show you the DBS certificate within 14 days of issue; contact counter - signatory if issue if this does not happen.**

**Carefully check the certificate with applicant. Make sure information on certificate correct! Applicant to contact DBS NOW if there are any mistakes on it.**

**Update the school log, the applicants file information and the SCR if happy with the certificate.**

**Return the Check Complete form to the Counter -signatory. Any issues on the certificate will be raised and responded to by HR**



# LDBS DBS SERVICE APPLICATION LETTER

NAME  
ADDRESS  
ADDRESS 2  
ADDRESS 3  
POST CODE

DATE

Dear [Applicant],

## **Re: DBS Application Form**

Please find enclosed a DBS application form for you to complete in relation to your role at XXXXXX CE School. This role has been determined to require a DBS check, and you are now asked to complete the form accurately in black ink, and provide the necessary supporting documents to prove your identify across a number of areas.

The enclosed guide as to the application evidence route you take will help you prepare what evidence you will need to bring to the school for verification.

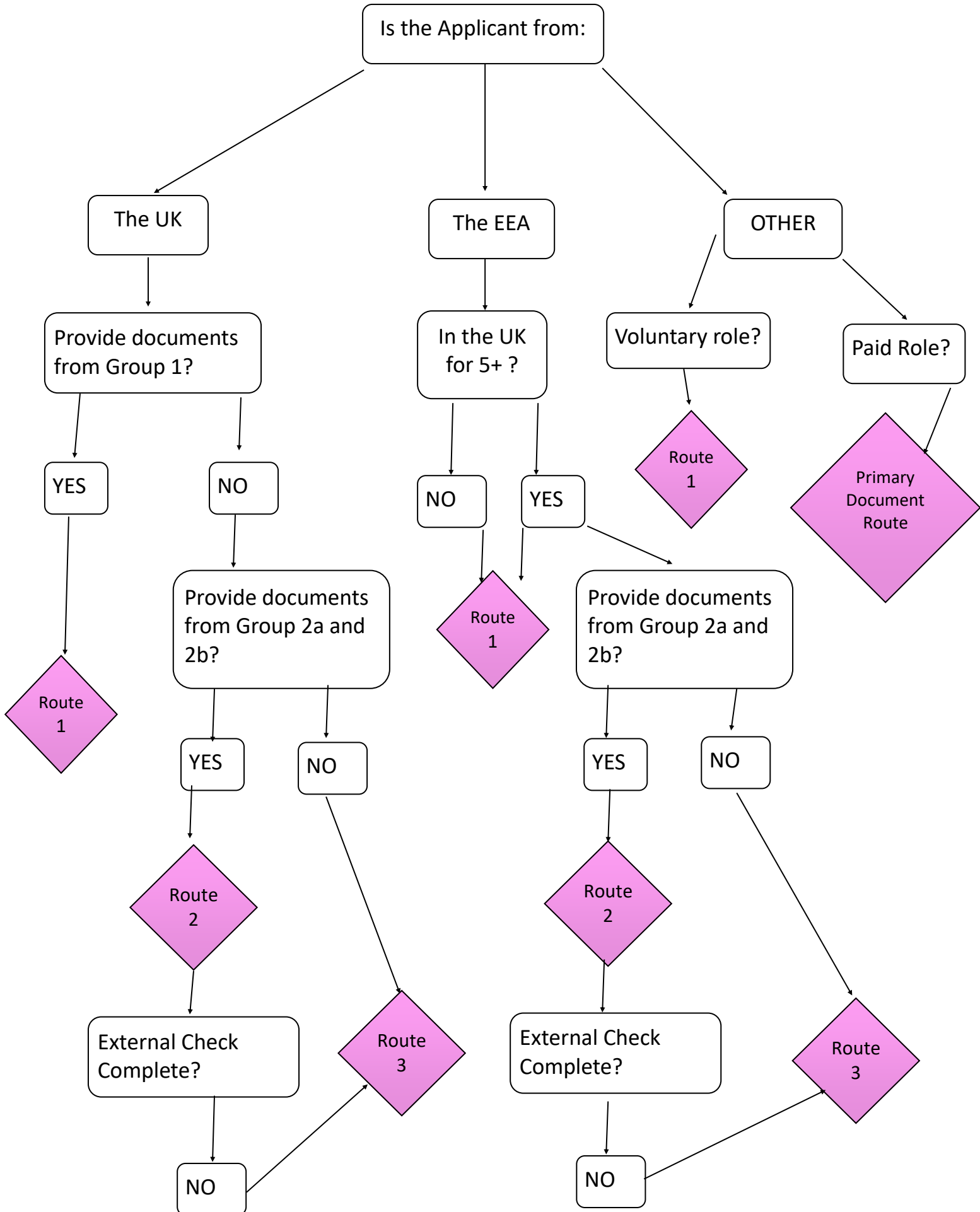
As part of this application you will be required to sign a statement saying that you have read and understood both the DBS privacy notice for standard/enhanced check applicants (<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>), and the DBS code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>). Copies of these can be obtained from the school office.

If you have any questions about any of this please do contact the school office, or the LDBS HR Team.

Yours Sincerely,

NAME  
POSITION

# EVIDENCE ROUTE CHECKLIST





## SCHOOL INFORMATION LOG for DBS Check

*(This form may be photocopied)*

<b>Name of School</b>	XXXX School
<b>Name of applicant</b>	
<b>Position applied for</b>	
<b>Is this a paid post or voluntary?</b>	PAID                      VOLUNTEER
<b>Disclosure Application form reference number:</b>	F
<b>Application Route</b>	
<b>ID checked by:</b> Types of ID seen (please note that, for Data Protection purposes, no reference numbers should be recorded)	
<b>Update Service Required</b>	YES                      NO
<b>Date consent for certificate copy &amp; Update Service account obtained</b>	
<b>Date Update Service joined</b>	
<b>Date when application sent to Counter-signatory:</b>	
<b>Which Counter-signatory was the application sent to?</b>	
<b>Date List 99/Barred List Received</b>	
<b>Date when Certificate shown to evidence checker by applicant</b>	
<b>Disclosure reference number:</b>	
<b>Date issued:</b>	
<b>Date information entered on SCR</b>	
<b>Next Step <i>(if required)</i>:</b>	

**Signature:**..... **Evidence Checker**

**Name:**.....**(please print)**

**Date:**.....



# DOCUMENTARY EVIDENCE SHEET—ROUTE 1

(to be forwarded with DBS application)

Applicant Name \_\_\_\_\_

Form Reference No \_\_\_\_\_

School Name XXXX School

Signature of Evidence Checker: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Group 1 (Primary Trusted Identity Credentials)

- Current valid passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU )
- Birth Certificate (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces ) - *issued within 12 months of Birth.*
- Adoption certificate UK and Channel Islands

## Group 2a (Trusted Government/State Issued Documents)

- Current UK Driving Licence (old style paper version) UK, Isle of Man, Channel Islands and EU )
- Current Driving Licence Photocard (full or provisional) (All countries outside the EU)
- Birth Certificate (UK & Channel Islands) - *issued after the time of birth by the GRO / relevant authority*
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire Arms Licence (UK and Channel Islands)

## Group 2b (Financial / Social History Documents)

- Mortgage Statement (UK or EEA)\*\* (*Non-EEA statements must not be accepted*) Date: \_\_\_\_\_
- Bank / Building Society Statement (UK and Channel Islands or EEA)\* Date: \_\_\_\_\_
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* Date: \_\_\_\_\_
- Financial Statement e.g. pension, endowment, ISA (UK)\*\* Date: \_\_\_\_\_
- P45 / P60 Statement (UK or Channel Islands)\*\* Date: \_\_\_\_\_
- Council Tax Statement (UK and Channel Islands)\*\* Date: \_\_\_\_\_
- Work Permit / Visa (UK) (UK Residence Permit) (*Valid up to expiry date*)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) (*valid only for applications residing outside of the UK at time of application.*)
- Utility Bill (UK)\* (*not Mobile Telephone*) Date: \_\_\_\_\_
- Benefit Statement\* e.g. Child Allowance, Pension Date: \_\_\_\_\_
- A document from central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands)\* (e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenues, Job centre, Job Centre Plus, Social Security) Date: \_\_\_\_\_
- EU National ID card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Headteacher or College Principal (16-19 year olds in full time education) (UK) - *only used in exceptional circumstances when all other documents have been exhausted*

\* document should be less than three months old;  
 \*\* document should be issued within the past 12 months



# DOCUMENTARY EVIDENCE SHEET—ROUTE 2 & ROUTE 3

(to be forwarded with DBS application)

Applicant Name \_\_\_\_\_

Form Reference No \_\_\_\_\_

School Name XXXX School

Signature of Evidence Checker:

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Group 2a (Trusted Government/State Issued Documents)

- Current UK Driving Licence (old style paper version) UK, Isle of Man, Channel Islands and EU )
- Current Driving Licence Photocard (full or provisional) (All countries outside the EU)
- Birth Certificate (UK & Channel Islands) - *issued after the time of birth by the GRO / relevant authority*
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire Arms Licence (UK and Channel Islands)

## Group 2b (Financial / Social History Documents)

- Mortgage Statement (UK or EEA)\*\* (*Non-EEA statements must not be accepted*) Date: \_\_\_\_\_
- Bank / Building Society Statement (UK and Channel Islands or EEA)\* Date: \_\_\_\_\_
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* Date: \_\_\_\_\_
- Financial Statement e.g. pension, endowment, ISA (UK)\*\* Date: \_\_\_\_\_
- P45 / P60 Statement (UK or Channel Islands)\*\* Date: \_\_\_\_\_
- Council Tax Statement (UK and Channel Islands)\*\* Date: \_\_\_\_\_
- Work Permit / Visa (UK) (UK Residence Permit) (*Valid up to expiry date*)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) (*valid only for applications residing outside of the UK at time of application*).
- Utility Bill (UK)\* (*not Mobile Telephone*) Date: \_\_\_\_\_
- Benefit Statement\* e.g. Child Allowance, Pension Date: \_\_\_\_\_
- A document from central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands)\* (e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenues, Job centre, Job Centre Plus, Social Security) Date: \_\_\_\_\_
- EU National ID card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Headteacher or College Principal (16-19 year olds in full time education) (UK) - *only used in exceptional circumstances when all other documents have been exhausted*

Fingerprinting required? YES NO

\* document should be less than three months old;  
\*\* document should be issued within the past 12 months



# DOCUMENTARY EVIDENCE SHEET—PRIMARY DOCUMENT ROUTE

(to be forwarded with DBS application)

Applicant Name \_\_\_\_\_

Form Reference No \_\_\_\_\_

School Name XXXX School

Signature of Evidence Checker: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Primary Documents (*Immigration Documentation*)

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. (UK)
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. (UK)
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. (Any valid and current passport)
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. (Any valid and current passport)
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service. (UK)
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. (UK)
- 
- Applicants providing one of the following documents must also provide a current valid Passport**
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. (UK)
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. (UK)
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. (UK)

## Group 1 (*Primary Trusted Identity Credentials*)

- Current valid passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU )
- Birth Certificate (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces ) - *issued within 12 months of Birth.*
- Adoption certificate UK and Channel Islands

PTO

\* document should be less than three months old;  
\*\* document should be issued within the past 12 months

**(This form may be photocopied)**



**Group 2a (Trusted Government/State Issued Documents)**

- Current UK Driving Licence (old style paper version) UK, Isle of Man, Channel Islands and EU )
- Current Driving Licence Photocard (full or provisional) (All countries outside the EU)
- Birth Certificate (UK & Channel Islands) - *issued after the time of birth by the GRO / relevant authority*
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire Arms Licence (UK and Channel Islands)

**Group 2b (Financial / Social History Documents)**

- Mortgage Statement (UK or EEA)\*\* (*Non-EEA statements must not be accepted*) Date: \_\_\_\_\_
- Bank / Building Society Statement (UK and Channel Islands or EEA)\* Date: \_\_\_\_\_
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* Date: \_\_\_\_\_
- Financial Statement e.g. pension, endowment, ISA (UK)\*\* Date: \_\_\_\_\_
- P45 / P60 Statement (UK or Channel Islands)\*\* Date: \_\_\_\_\_
- Council Tax Statement (UK and Channel Islands)\*\* Date: \_\_\_\_\_
- Work Permit / Visa (UK) (UK Residence Permit) (*Valid up to expiry date*)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) (*valid only for applications residing outside of the UK at time of application*).
- Utility Bill (UK)\* (*not Mobile Telephone*) Date: \_\_\_\_\_
- Benefit Statement\* e.g. Child Allowance, Pension Date: \_\_\_\_\_
- A document from central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands)\* (e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenues, Job centre, Job Centre Plus, Social Security) Date: \_\_\_\_\_
- EU National ID card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Headteacher or College Principal (16-19 year olds in full time education) (UK) - *only used in exceptional circumstances when all other documents have been exhausted*

\* document should be less than three months old;  
\*\* document should be issued within the past 12 months





# DBS APPLICANT CONSENT Permissions for the Process

## Undertaking and Presenting a DBS Certificate

I understand that in applying for a DBS check I am required to, and can, confirm that I have read the standard/enhanced check privacy policy for applicants, <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Name of Applicant: .....

Signature of Applicant:.....

School: .Date: .....

I agree to present the Disclosure Certificate issued to me by the DBS to my manager / Evidence checker as soon as I receive it, and I undertake to do so without delay, and no later than 14 days after receipt at the latest.

I agree to my Manager / Evidence Checker sending my Certificate number and date of issue to the LDBS to record this information as the schools registered body.

Name of Applicant: .....

Signature of Applicant:.....

School: .Date: .....

## Joining and Using the DBS Update Service

**The XXXXXX School** is now joining all staff to the Update Service when a new DBS check is required. This annual subscription system (costing £13 per year) allows the school to carry out an annual check on an individuals certificate to ensure the information on it is update to date. The school will cover this cost. The accompanying guide issued by the DBS explains how the system works. The Update Service account will expire when you leave the school unless you pay the £13 subscription. Please sign below giving your authorisation for the school to:

- Create a DBS Update Service account for me using the application form number.
- Allow an authorised officer of the school to carry out an annual check on the status of my certificate, while I am employed by the school.

Any additional checks will require an additional consent form to be completed.

I, ..... will ensure that my account information is kept up to date, and that I will inform the school when my Update Service subscription needs renewing.

Signature of Applicant:.....

Date: .....

**Manager / Evidence Checker:**

**Please forward a copy of this completed form attached to the completed DBS Form to Robert Bullett, LDBS.**