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LDBS DBS Service Evidence Checker Checklist

For school reference only:

- ☐ 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
 - evidence form
 - school log
- ☐ Ensure all permissions to have information passed on, and to registered for the Update Service, are obtained from the applicant
- ☐ Send DBS application with relevant paperwork to LDBS countersignatory
- ☐ Remind applicant to show you the DBS certificate within 14 days of issue; contact countersignatory 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 applicant's file information and the SCR if happy with the certificate.
- ☐ Return the Check Complete form to the countersignatory.
Any issues on the certificate will be raised and responded to by HR.



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LDBS DBS Service School Information Log

Name of applicant:			
Position applied for:			
Is this a paid post or voluntary? (Circle)	PAID		VOLUNTEER
Disclosure Application form reference number:	F		
Application Route (Circle):	Primary	1	2 3
ID checked by: Types of ID seen (Please note that, for Data Protection purposes, no reference numbers should be recorded)			
Update Service Required (Circle):	YES		NO
Date consent for certificate copy & Update Service account obtained:			
Date Update Service joined:			
Date when application sent to Counter-signatory:			
Which Counter-signatory was the application sent to?			
Date of Separate Barred List Check, where required:			
Date when Certificate shown to evidence checker by applicant:			
Disclosure reference number:			
Date issued:			
Date information entered on SCR:			

Signature:.....Evidence Checker

Name:.....(please print)

Date:.....



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LDBS DBS Service Documentary Evidence Sheet – Route 1:

(to be forwarded with DBS application)

Applicant Name _____

Form Reference No _____

School Name _____

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)
- ☐ 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)
- ☐ Current Driving Licence Photocard (full or provisional) (All countries outside the UK)
- ☐ Birth Certificate (UK, Isle of Man & Channel Islands) - issued after the time of birth by the GRO / relevant authority
- ☐ Marriage / Civil Partnership Certificate (UK and Channel Islands)
- ☐ Immigration Document, Visa or Work Permit (Issued by a country outside the UK).
- ☐ HM Forces ID card (UK)



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☐ Fire Arms Licence (UK and Channel Islands)

Group 2b (Financial / Social History Documents):

☐ Mortgage Statement (UK) Issued in last 12 months Date: _____

☐ Bank / Building Society Statement (UK and Channel Islands) Issued in last 3 months
Date: _____

☐ Bank / Building Society Account Opening Confirmation Letter (UK) Issued in last 3
months

☐ Credit Card Statement (UK) Issued in last 3 months Date: _____

☐ Financial Statement e.g. pension, endowment, ISA (UK) Issued in last 12 months
Date: _____

☐ P45 / P60 Statement (UK or Channel Islands) Issued in last 12 months
Date: _____

☐ Council Tax Statement (UK and Channel Islands) Issued in last 12 months
Date: _____

☐ Irish Passport Card – Must still be valid

☐ Letter of Sponsorship from future employment provider (Non-UK only) (valid only for
applications residing outside of the UK at time of application).

☐ Utility Bill (UK) (not Mobile Telephone) Issued in last 3 months
Date: _____

☐ Benefit Statement (UK) e.g. Child Allowance, Pension Issued in last 3 months
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) Issued in last 3 months Date: _____

☐ EEA National ID card – must still be valid



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☐ Cards carrying the PASS accreditation logo (UK, Isle of Man & Channel Islands) – must still be valid

☐ 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 – must still be valid*

LDBS DBS Service Permissions for the Process – Route 1:

Undertaking and Presenting a DBS Certificate

I have read the standard/enhanced check privacy policy for applicants
<https://www.gov.uk/government/publications/dbs-privacy-policies>
and I understand how 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 school's
registered body.

Name of Applicant:

Signature of Applicant:.....

School:.....

Date:.....

Joining and Using the DBS Update Service



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[NAME] 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 individual's certificate to ensure the information on it is up 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 with the completed DBS Form



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