



Guide for Individuals Completing a DBS Disclosure



Community Action Dacorum has a partnership agreement with North Herts CVS to process Disclosure and Barring Service Disclosures. DBS Checks are required for any person who works with children or vulnerable adults; they were previously called CRB checks. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged and are now known as the Disclosure and Barring Service (DBS).

To complete a DBS check you will need to make an appointment at the Volunteer Centre, The Roundhouse, Marlowes, Hemel Hempstead HP1 1DT. If you have not already done so, please contact us on 01442 247209/email kerry@communityactiondacorum.org.uk. The meeting will usually take 10-15 minutes.

Before you meet with us please ensure that you bring with you the following information:

- National Insurance number (on either a p45 or p60)
- If you have moved within the last 5 years, previous address details, including postcodes and dates
- If you have changed your name since birth, dates and details of name change

Identification Documents

You will also need to bring along **original** identification documents to the appointment. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify your current address.

We suggest 3 from the following:

1. Passport
2. Driving Licence
3. Birth Certificate
4. Bank statement or utility bill with your current name and address which is less than 3 months old

If however, you cannot produce 3 documents from the above the full list of accepted documents is as follows:

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)
 - A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands)

Group 2a - Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Birth Certificate (UK and Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption 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)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK Residence Permit)(valid upto expiry date) **
- Utility Bill (UK)* - Gas, Electricity, Water, Phone (landline only)
- Benefit Statement* - e.g. Child Allowance, Pension
- 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
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
 - Denoted with * - it should be less than three months old
 - Denoted with ** - it should be issued within the past 12 months
 - Not denoted - it can be more than 12 months old

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Registered Charity Number: 288080

Company Limited by Guarantee: 1745182