

Application for an Enhanced Disclosure & Barring Service (DBS) check to register as a leader in The Boys' Brigade

Please complete all required fields clearly, using CAPITAL letters and black ink, before returning to BB HQ **with** your evidence of identity record sheet in the envelope provided.

A Applicant's details

1 **Title** Mr Mrs Miss Ms Other

2 **Surname** _____

3 **Forename(s)** _____

4 **Have you ever been known by any other names? This includes names used prior to marriage or adoption.**

No Yes

*If "yes" you **must** complete **full** name(s) & dates used below. Use a continuation sheet if necessary. If "no" go to A5.*

Surname _____

Forename(s) _____

Dates from and to ____/____/____ --- ____/____/____ *Month and Year*

Surname _____

Forename(s) _____

Dates from and to ____/____/____ --- ____/____/____ *Month and Year*

5 **Date of Birth** ____/____/____ *Day / Month / Year*

6 **Gender** Male Female

7 **Place of Birth** _____ *Town and county*

8 **Place of Birth** _____ *Country*

9 **Email address** _____

10 **Contact Telephone Number(s)**

Home _____ *Mobile* _____

11 **Do you have a National Insurance Number?** No Yes

*If "yes" you **must** complete A12, if "no" go to A13.*

12 **National Insurance Number** _____

13 **Do you hold a valid UK driving licence?** No Yes

*If "yes" you **must** complete A14. If "no" go to A15.*

14 **Driving licence number (starting with first five letters of surname)**

15 **Do you hold a valid passport?** No Yes

*If "yes" you **must** complete 15.1, 15.2 and 15.3. If "no" go to B.*

15.1 Passport no. _____ 15.2 Nationality _____ 15.3 Country of issue _____

B Current address

Address _____

Town / City _____

County _____

UK Postcode _____

At address since ____ / ____ Month **and** Year

C Other addresses

You **must** provide all other addresses where you have lived in the last 5 years. **There must be no gaps in dates and no overlapping dates.** If necessary, please use a continuation sheet for this information, available from www.gov.uk/dbs

Address _____

Town / City _____

County _____

UK Postcode _____

Dates from **and** to ____ / ____ --- ____ / ____ Month **and** Year

Address _____

Town / City _____

County _____

UK Postcode _____

Dates from **and** to ____ / ____ --- ____ / ____ Month **and** Year

D Declaration by the applicant

The Disclosure & 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 this 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.

16 Do you have any convictions, cautions, reprimands, or final warnings which would not be filtered in line with current guidance? No Yes

17 Declaration by the applicant

By signing the applicant declaration box, I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

18 Date of signature Day, month **and** year ____ / ____ / ____

Evidence of Identity record sheet



Please put a cross in the box for each document seen as evidence of the identity of the applicant and complete any mandatory fields. Sign to verify on reverse of this page. **This sheet MUST be returned with the Disclosure Application form.**

APPLICANT NAME

APPLICANT PHONE NUMBER/S

DOCUMENTS CHECKED:

= MANDATORY FIELDS

Acceptable Identity Documents:

Group 1

Current Valid Passport (any nationality)

#D.O.B

dd	mm	yy

#Issue Date

#Expiry date

#Passport nationality

#Passport Number

Current UK **Photo** Driving Licence (full or provisional)

#D.O.B

#Issue Country

#Licence No.

#Valid From Date

#Valid Until

Original UK Birth Certificate (Issued around time of birth) - copies not acceptable

#Issue Date

Biometric Residence Permit (UK)

#Issue Date

#No.

Group 2a

Marriage/Civil Partnership Certificate (UK)

#Issue Date

dd	mm	yy

UK Birth certificate (issued after time of birth)

#Issue Date

(copies not acceptable)

Adoption Certificate (UK)

#Issue Date

HM Forces ID Card (UK)

#ID Number

#Issue Date

Fire Arms Licence (UK)

#Number

#Issue Date

Current UK Driving Licence – Old Style Paper (full or provisional) – not paper counterpart

#D.O.B

#Issue Country

Licence No.

#Valid from Date

#Valid Until

Group 2b

<input type="checkbox"/>	Local/Central Govt. Doc. (GB) e.g. Benefits Agency, IRS.* #Type <input type="text"/>	#Date	dd mm yy <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Financial Statement (e.g. Pension, Endowment, ISA)** #Type <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Bank or Building Society Statement* #Company <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Utility Bill (not mobile telephone)* #Company <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	P45/P60 Statement (GB)** #NI Number <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Credit Card Statement* #Company <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Mortgage Statement** #Company <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Work Permit/Visa (GB)**	#Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Council Tax Statement** #Council Name <input type="text"/>	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Benefit Statement e.g. Child Allowance, Pension*	#Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Letter from Head Teacher * (19 years or younger in full time education)	#Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Letter of Sponsorship from future employment Provider (non-UK/non EEA only)	#Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	EU National Photo ID Card	#Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Cards carrying the PASS accreditation logo (UK). <u>Must</u> be valid. # No.		<input type="text"/>

DOCUMENTS CHECKED BY:

NAME

SIGNED

POSITION i.e. Company Captain, BB Chaplain or Battalion Office Bearer

DATE

*Documentation should be less than 3 months old.

**Issued within past 12 months.

Guidance Notes

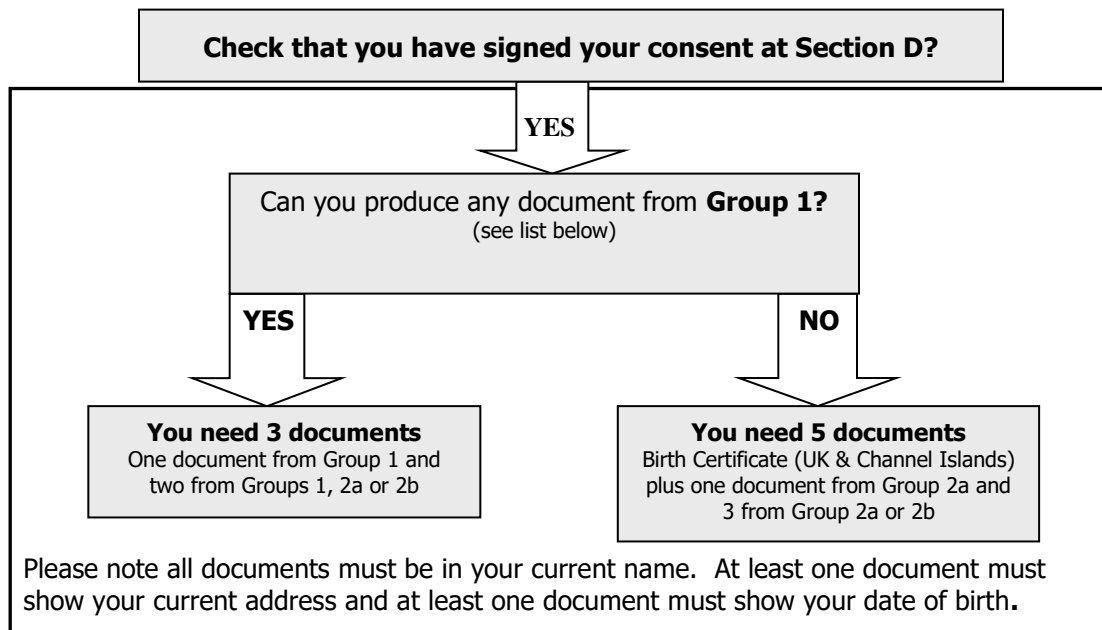
Confirming **your identity**

Your identity needs to be confirmed. You need to provide **original documentation** (no photocopies) to your **Company Captain, Chaplain or Battalion Office Bearer**, who should **complete the enclosed Evidence of Identity record sheet**. Return the sheet with your disclosure application to BBHQ.

- Please **DO NOT** send identification documents to **BB Headquarters**.

The table below lists the documents the DBS will accept. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide?



Group 1

- Current Valid Passport (any nationality)
- Current UK Driving Licence (photocard)
- Birth Certificate - UK and Channel Islands - issued around time of birth. Photocopies **not** acceptable
- Biometric Residence Permit (UK)

Group 2a

- Marriage/Civil Partnership Certificate (UK)
- Birth Certificate – UK and Channel Islands - issued after the time of birth. Photocopies **not** acceptable
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)
- Current UK Driving Licence (Old Style Paper) - **not the paper counterpart of a photocard licence**

Group 2b

- Central or Local Government, Government Agency or Local Authority document giving entitlement (UK & Channel Islands) e.g. from the Department for Work and Pensions, the Employment Service, HMRC *
- Financial Statement (e.g. Pension, endowment, ISA)**
- Bank or Building Society Statement*
- Utility Bill (not mobile telephone)*
- P45/P60 Statement **
- Credit Card Statement*
- Mortgage Statement**
- Work permit/visa (UK)**
- Council Tax Statement**
- Benefit Statement e.g. Child Allowance, Pension etc. (UK)*
- EU National ID Card – must still be valid.
- Cards carrying the PASS accreditation logo (UK) – must still be valid. Logo number required.

* **Documentation should be less than 3 months old**

** **Issued within past 12 months**