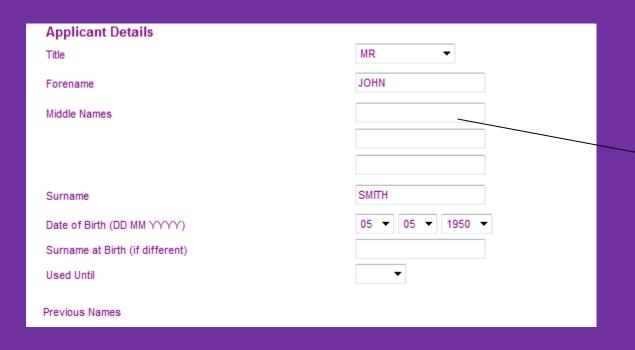


How to complete your DBS application



Page 1 – Your Details

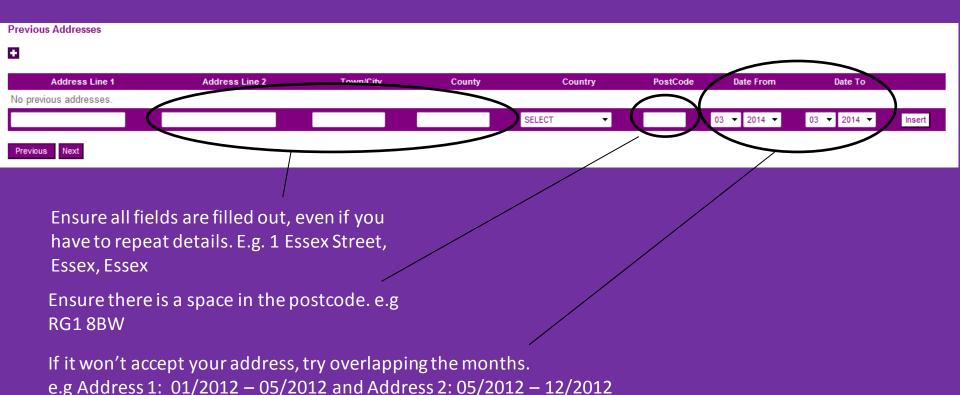


Ensure all middle names are entered. The name must match what is on your ID documents.



Page 2 – Address History

If you have been at your address less than 5 years you will need to provide your address history





Page 3 – Documentation (Part 1 of 2)

Almost there...!

Group 1 Documents				
Group 1 Documents. Primary Trusted Identity Credentials				
Passport Details		Driving License Details Note: Non-UK Photo and UK Paper licences w count as Group 2a Documents		
Passport Number		Driving Licence Number		
Passport Date of Birth (DD MM YYYY)	25 ▼ 03 ▼ 2014 ▼	Driving Licence Date of Birth (DD MM YYYY)	25 ▼ 03 ▼ 2014 ▼	
Passport Issue Date (DD MM YYYY)	25 ▼ 03 ▼ 2014 ▼	Driving Licence Type	SELECT ▼	
Passport Nationality	SELECT ▼	Driving Licence Nationality	SELECT ▼	
Other - Please Specify		Driving Licence Valid From (DD MM YYYY)	25 ▼ 03 ▼ 2014 ▼	
UK Biometric Residence Permit		Birth Certificate (UK) issued within 12 months of date of birth		

- Make sure the <u>THREE</u> ID documents you are using are the ones you supplied at interview
- The name MUST match the name entered on Page 1
- Make sure all the details match.
- Where possible, use your passport and not your driving license (providing you supplied your passport at interview)
- Remember to tick what is applicable to you. The red circles show your 4 options on this
 page. You can select more than one.
 Documentation Continued...



Page 3 – Documentation...Continued (Part 2 of 2)

Group 2a Trusted Government/State Documents

Group 2a Trusted Government/State Documents

Birth Certificate UK issued more than 12 months after date of birth or Adoption Certificate Marriage/Civil Partnership Certificate HM Forces Identity Card (UK) UK Firearms License Group 2b - Financial/Social History Documents		s up the dark purple bli
Group 2b Documents within 3 months of Issue		
Bank / Building Society statement	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Benefit Statement e.g. child allowance, pension	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Utility Bill, - electricity, gas, water, telephone(landline)	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Document from Government Agency/Local Authority	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Credit Card Statement	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Group 2b Documents within 12 months of Issue		
Financial Statement e.g. pension, endowment, ISA, mortgage Statement	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
P45/P60 Statement (UK)	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼
Council Tax Statement (UK)	Issue Date (DD MM YYYY):	25 ▼ 03 ▼ 2014 ▼

Be sure to tick and enter an issue date within 3 months for Group 2a and 12 months for 2b. Remember to use the **THREE** documents you supplied at interview



And finally....

Make sure you answer these questions

Please tick the Declaration box below and record today's date. By completing this declaration you are giving your consent for your application details to be forwarded to the Criminal Records Bureau for the purpose of Disclosure. You data will not be used for any other purpose.

Yes No

Have you have ever been convicted of a criminal offence or received a caution, reprimand or warning?

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

25 🔻 03 🔻 2014

Previous

Submit Application

Important!

Once you have submitted your DBS, please try and log in again. If you **can't** that means, well done! Your application has been successfully submitted.

If you can still log in, it means you still have more to complete.

If you have any issues that aren't covered in this guide please contact your HR Administrator who will be more than happy to help