

## DBS Check Information Sheet

Thank you for choosing Involve Kent as the umbrella body for your DBS check. Enclosed you will find your application form.

Once you have completed the form, please contact us to arrange a short face-to-face meeting where we will check and record your ID, take payment from you (if you do not have an account with Involve Kent) and inform you of the next steps. **Appointments are available on Monday through Thursday between 10am and 4pm at the address below. Alternative arrangements may be possible if these days and/or timeslot does not suit.**

### **Charges**

Involve Kent charge an administration fee for each check we co-ordinate, which applies to both paid and volunteer staff. Current DBS charges are:

- Volunteers, both Standard and Enhanced checks – £20 (free for DBS, Involve fee £20);
- Paid staff Standard check - £46 (DBS £26, Involve fee £20);
- Paid staff Enhanced check - £64 (DBS £44, Involve fee £20).

Accepted payment is by Cheque, cash, bank transfer or by card. Full payment is required at the time of the ID check. Cheques should be made out to **Involve Kent**.

**Before you can have a DBS check performed by us, you will need to read and understand the Disclosure and Barring Service's privacy policy. This can be found via this link: <https://www.gov.uk/government/publications/dbs-privacy-policies>**

**Once you have read and understood this, please bring the enclosed consent form with you to your appointment. Failure to do this will result in us being unable to carry out your check, and may attract a cancellation fee.**

**Please note that at the face-to-face meeting you must bring in the administration fee of £20. Failure to bring this will result in the cancellation/rescheduling of your DBS check.**

### **Face-to-face meeting**

Things to bring with you to the meeting are:

- **The completed form – COMPLETED IN CAPITALS (INCLUDING E-MAIL ADDRESS) USING BLACK INK. CROSS THROUGH ERRORS WITH A SINGLE LINE. DO NOT USE TIPPEX.**
- **ADEQUATE FORMS OF ID (please refer to list).**
- **ORIGINAL DOCUMENTS, NO PHOTOCOPIES.**
- **RELEVANT PAYMENT.**
- **PLEASE CONTACT US IF YOU ARE UNABLE TO PRODUCE SUFFICIENT DOCUMENTS FROM THE ATTACHED LIST.**

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## **LIST OF VALID IDENTITY DOCUMENTS (ORIGINALS ONLY)**

**YOU MUST PRODUCE AT LEAST ONE DOCUMENT FROM GROUP 1 AND A FURTHER TWO DOCUMENTS FROM EITHER GROUP 1, 2A OR 2B, ONE OF WHICH WILL NEED TO VERIFY YOUR CURRENT ADDRESS, OR ONE DOCUMENT FROM GROUP 2A AND A FURTHER 2 DOCUMENTS FROM 2A OR 2B.**

**\*\*\* PLEASE ALSO PROVIDE A DOCUMENT SHOWING YOUR NATIONAL INSURANCE NUMBER \*\*\***

### **GROUP 1 – PRIMARY IDENTITY DOCUMENTS**

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence photocard – full or provisional (UK, Isle of Man, Channel Islands and EU)
- Birth certificate – issued within 12 months of birth (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

*Please also bring a document showing your national insurance number – i.e. the card or a payslip.*

### **GROUP 2A – TRUSTED GOVERNMENT DOCUMENTS**

- Current non-UK driving licence photocard (valid from up to 12 months from the date the applicant entered the UK)
- Current UK driving licence – full or provisional (paper version if issued before 1998) (UK, Isle of Man, Channel Islands and EU)
- Birth certificate (UK, Isle of Man and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire arms licence (UK, Channel Islands and Isle of Man)

### **GROUP 2B – FINANCIAL/SOCIAL HISTORY DOCUMENTS**

- Mortgage statement (UK or EEA) \*\*
- Bank or building society statement (UK and Channel Islands or EEA) \*
- Bank or building society account opening confirmation letter (UK) \*
- Credit card statement (UK or EEA) \*
- Financial statement - e.g. pension or endowment (UK) \*\*
- P45 or P60 statement (UK and Channel Islands) \*\*
- Council tax statement (UK and Channel Islands) \*\*
- Work permit or visa – valid up to expiry date (UK)
- Letter of sponsorship from future employment provider (non-UK or non-EEA only – valid only for applicants residing outside of the UK at the time of application) \*\*\*
- Utility bill – not mobile telephone bill (UK) \*
- Benefit statement – e.g. child benefit or pension (UK) \*
- A document from central or local government, government agency, or local council document giving entitlement – e.g. from the Department for Works and Pensions, the Employment Service, HMRC (UK and Channel Islands) \*
- EU National ID card \*\*\*
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) \*\*\*
- Letter from head teacher or college principal - for 16-19 years old in full time education and only used in exceptional circumstances if other documents cannot be provided (UK) \*\*\*

- \* **Indicates the documents must have been issued in the last three months**
- \*\* **Indicates the documents must have been issued in the last twelve months**
- \*\*\* **Must still be valid**