

General Information for Volunteers & Volunteer-Involving Organisations

Disclosure and Barring Service (DBS)

The Volunteer Centre Dorset is approved to undertake Disclosure and Barring Service applications for volunteers, in many cases for little or no cost.

We can also arrange to undertake a DBS application session so that a large number of your volunteers can be checked on one day. **Please note a charge may be levied to cover admin costs for 'group sessions'.**

Please contact us to discuss your needs.

Identification Needed for the Application

The types of ID that a person will need to show are listed below **but in every case a National Insurance number will be needed to enter onto the form.**

You need to provide original documentation (**NOT PHOTOCOPIES**) to the person from the Volunteer Centre who will be filling out the DBS form.

Please note routes below , routes 1 OR 2 are the preferred routes

Route 1 : The applicant must produce **one document from Group 1 plus any two others from Group 1, 2a or 2b**, one of which should confirm the applicant's current address. This route is the only route to be used by non EEA nationals.

Route 2 : The applicant must produce **three documents from Group 2 comprising of 1 document from Groups 2a and 2 further documents from Group 2a or 2b one of which must verify their current address. If route 2 is the only available route, the external verification of the evidence is required for which there is a charge.**

Route 3 : If you have been unsuccessful in validating an applicants identity using route one or two, you may consider proceeding to route three. If this is necessary, please contact Dorset Youth Association and we will discuss the process for DBS completion via this route with you.

Should you still be unable to validate the applicant's identity using routes One, Two or Three, then you should indicate this on the application form at box W59 and return the form to the DBS. The applicant will then need to be sent for fingerprinting by the Police, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment process.

GROUP 1—Primary Trusted Identity Credentials

Current valid PASSPORT

Biometric Residence Permit (UK)

Current DRIVING LICENCE (UK) (Full or Provisional) Isle of Man/Channel Islands, the photo card is only valid if it is presented with the associated counterpart licence (except Jersey)

BIRTH CERTIFICATE (UK & Channel Islands) - issued at time of birth (Full or short form acceptable)

FOR MORE GUIDELINES AND MORE INFORMATION GO TO <http://www.homeoffice.gov.uk/>

GROUP 2a—Trusted Government/State Issued Documents

Current UK Driving Licence (old style paper version)
 Current Non-UK Photo Driving Licence
 Birth Certificate (UK & C.I.) - issued after time of birth by G.R.O-(Photocopies are not acceptable)
 Marriage/Civil Partnership Certificate (UK & C.I.)
 Adoption Certificate (UK & C.I.)
 HM Forces ID Card (UK)
 Fire Arms Licence (UK & C.I.)

GROUP 2b—Financial/Social History Documents

Mortgage Statement (UK or EEA)**
 Bank/Building Society Statement (UK or EEA)*
 Bank/Building Society Account opening confirmation letter (UK)
 Credit Card Statement (UK or EEA)* (Non- EEA statements not Accepted)
 Financial Statement ** e.g. pension, endowment, ISA (UK)
 P45/P60 Statement ** (UK & C.I.)
 Council Tax Statement **(UK & C.I.)
 Work Permit/Visa **(UK Residence Permit) (Valid up to Expiry date)
 Letter of Sponsorship from future employment provider (Non-UK/ Non-EEA only— Valid only from residents residing outside of the UK at time of application)
 Utility Bill *(UK) — Not Mobile Telephone
 Benefit Statement * e.g. Child Allowance, Pension
 A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & C.I.*)— e.g. DWP, the Employment Service, Customs & Revenue, Job Centre, Social Security
 EU National ID Card
 Cards Carrying the PASS Accreditation logo (UK and C.I.).
 Letter from Head Teacher or College Principal (16/17 year olds in full time education—only used in exceptional circumstances) (UK)

- Denoted with* document should be less than 3 months old.
- Denoted with** document should be issued within the past 12 months.
- Not Denoted - It can be more than 12 months old.

Residence Record

If you have lived at your present address for less than 5 years you will be asked for all previous addresses going back 5 years.

PLEASE ALWAYS CHECK THE DBS FORM AFTER IT HAS BEEN FILLED IN TO MAKE SURE ALL THE INFORMATION SUPPLIED IS CORRECT OTHERWISE THERE WILL A DELAY IN PROCESSING AT THE CRB OFFICE.

The DBS certificate will be forwarded to the individual with a notification of outcome sent to Volunteer Centre Dorset—the organisation submitting the application. Please tell the organisation that you are volunteering for when, you have received your DBS clearance. They may ask to see this as part of the recruitment process. To find out more about Volunteer Centres and the nearest one to you log onto www.volunteeringengland.co.uk

Outreach posts

West Dorset contact 07918639012 or 01305 269214
 North Dorset contact 07918639011 or 01305 269214
 East Dorset & Purbeck contact 07552122710 or 01305 269214

Main office

The Volunteer Centre,
 The Coach House, Acland Road, Dorchester,
 Dorset, DT1 1EF.

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Email: info@volunteeringdorset.org.uk Website: www.volunteeringdorset.org.uk

