**Documents the applicant must provide for the Disclosure and Barring Service Check**

For most roles within our hospital it is necessary to complete a Disclosure and Barring Service Check before you are permitted to volunteer. This has already been explained in the application form that you have submitted.

For each document that you provide we will need to see the **original.** We will then take a photocopy of each document that will be placed in your personal file.

Please make sure that all documents provided are in **your** name (e.g. not that of your spouse).

Please follow the below guidelines carefully, so that the correct documents are presented, and the DBS check can be carried out without unnecessary delay. Further details can be obtained from the government website, should you wish, at <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

You will need to produce:

* **One document from Group 1, below**

**AND**

* **2 further documents from either Group 1, or Group 2a or 2b, below**

**N.B.**

**At least one of the documents must show your current address. The DBS prefer that you have an item with your address on in addition to the address on your driving licence.**

**We cannot accept documents that are printed from the internet (e.g. internet bank statements). Bank branches will usually print a statement for you.**

**If you have documents with photographic identity (e.g. passport, driving licence) please use these as part of your ID, as the DBS like us to have checked photo ID if at all possible.**

**If you have changed your name at all, you must also bring verification for each name change with you.**

If you are unable to provide these documents, please contact us. There are other routes to obtaining the DBS check that we may be able to use.

**Group 1: Primary identity documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard – (full or provisional) | UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by the DVLA. |
| 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 |

**Group 2a: Trusted government documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Current driving licence photocard – (full or provisional) | All countries outside the EEA (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) – paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EEA |
| Birth certificate – issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Immigration document, visa or work permit | Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**Group 2b: Financial and social history documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society statement | Countries outside the EEA | Issued in last 3 months – branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK – not mobile telephone bill | Issued in last 3 months |
| Benefit statement, for example Child benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EEA National ID card | - | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided | Must still be valid |