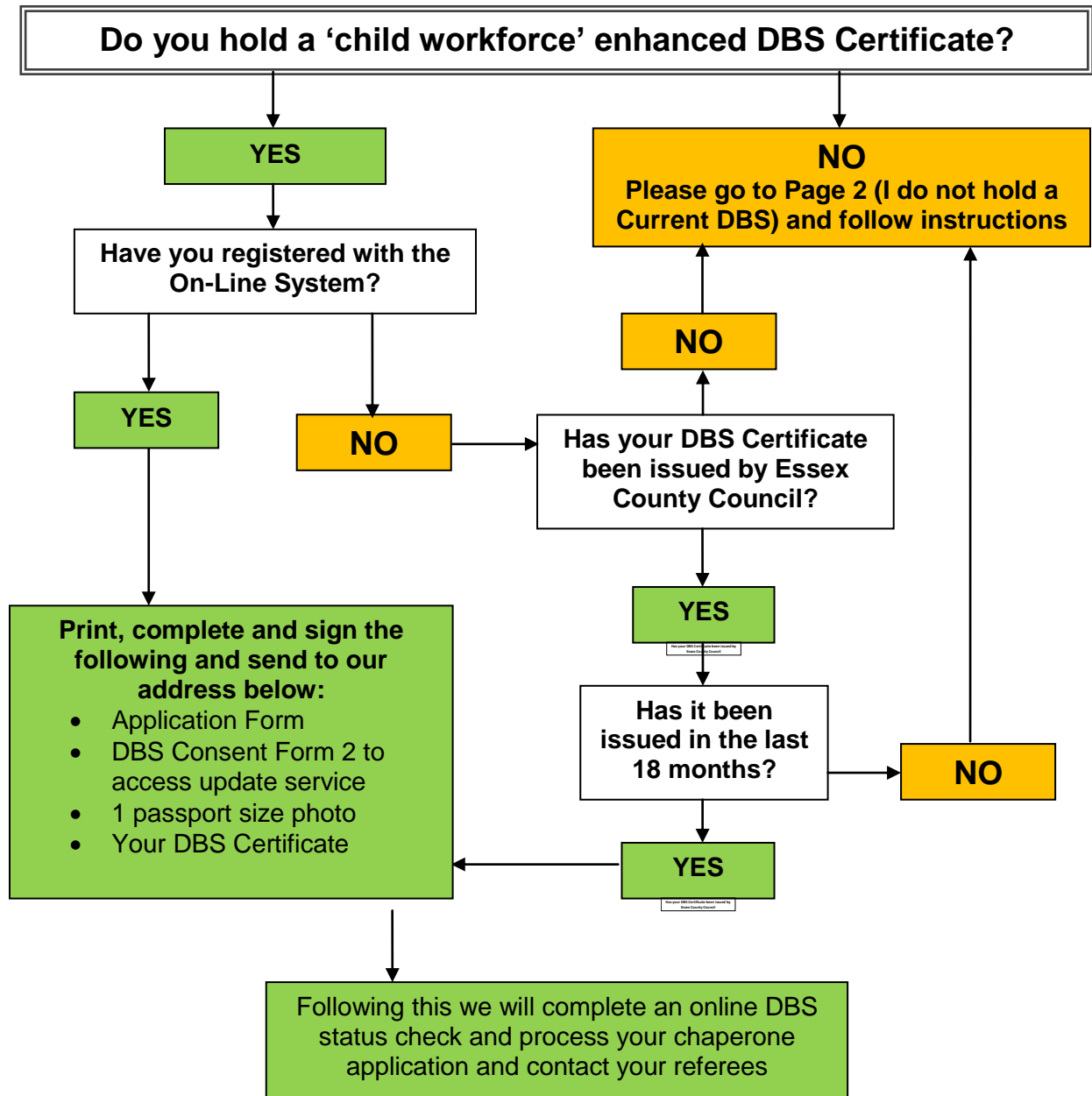


## Professional Sector Chaperone Licence Application Flowchart



**Please Note:** Chaperone Licenses will not be issued until all required paperwork, references and payment have been received and your DBS has been issued. Please note that if you are not using the on-line update service a chaperone licence will only be valid until the expiry date of your DBS. It is the responsibility of the applicant to follow up responses from referees.

Missing Education and Child Employment Service - Contact Details  
Address: E2, Zone 2, County Hall, Chelmsford, Essex, CM1 1LD  
Tel: 03330138967  
Email: [child.employment@essex.gov.uk](mailto:child.employment@essex.gov.uk)

## I DO NOT hold a current DBS Certificate

Make an appointment to visit one of our area offices listed below

	<b>Mid</b>	<b>North East</b>	<b>County Hall</b>
Tel:	0333 013 9944	0333 013 9983	03330138967
Address:	Causeway House Bocking End Braintree Essex, CM7 9HB	Magnet House Jackson Road Clacton-on-Sea Essex, CO15 1JD	E2, Zone 2 County Hall Chelmsford Essex, CM1 1QH
Email:	<a href="mailto:mid.ews@essex.gov.uk">mid.ews@essex.gov.uk</a>	<a href="mailto:ne.ews@essex.gov.uk">ne.ews@essex.gov.uk</a>	<a href="mailto:child.employment@essex.gov.uk">child.employment@essex.gov.uk</a>
	<b>South</b>	<b>West</b>	
Tel:	0333 013 9845	0333 013 9910	
Address:	Ely House Churchill Avenue Basildon Essex, SS14 2SG	Goodman House Station Approach Harlow Essex, CM20 2ET	
Email:	<a href="mailto:south.ews@essex.gov.uk">south.ews@essex.gov.uk</a>	<a href="mailto:west.ews@essex.gov.uk">west.ews@essex.gov.uk</a>	

**Print, complete, sign and prepare the following and take with you to your appointment**

- Application Form
- DBS SD2 Self Disclosure Form
- DBS Consent Form 1
- DBS Consent Form 2
- 1 Passport size photo
- 3 identity documents as specified in the DBS Evidence List – this can be found below on the next page

At your appointment your identity and documents will be verified and scanned. Following your appointment the officer you meet with will send all documents electronically to the Child Employment Team to process.

When the Child Employment Team have received all the above paperwork we will contact you, via the day time telephone number you have provided, to take your payment of £59.00

Once all the above has been completed we will action the first stage of your DBS on line checks and write to your referees.

Following this you will receive an email from the eDBS system asking you to log on and complete the second stage of the DBS check. You will need to answer some security questions relating to the evidence you provided as well as inputting any previous names/addresses history.

Once you have completed this stage the DBS will be sent off to go through the relevant security and police checks. Please note there is no set timeframe for how long this may take and is not within the control of the Missing Education and Child Employment Service.

Essex County Council would recommend that once your DBS has been issued/renewed you register with the On-Line DBS Update Service

# DBS Evidence Checklist

## Confirming your Identity

Your identity needs to be confirmed and you are required to provide original documentation (no photocopies) to the service that asked you to complete the forms

Please note that all documents must be in your current name  
(Marriage certificate accepted)

## What documents do you need to provide?

There are three routes to follow when you are providing documents for a CRB check. You must try to provide documents from **route one** first. The documents you can use are listed in the tables below.

### Route One

You must provide three documents:

- 1 document from Group 1
- 2 further documents from Group 1 or 2a or 2b - one of these must confirm your current address

If you cannot provide three documents from Group 1, then the person checking your identity will tell you if you should go to **route two** – Table 2a or 2b

### Route Two

You must provide three documents:

- 1 document from Group 2a
- 2 further documents from Group 2a or 2b – one of these must confirm your current address

### Group 1: Primary Identity Documents

Document	Notes
Current Valid Passport	Any Nationality
Biometric Residents Permit	UK
Adoption Certificate	UK and Channel Islands
Birth Certificate (issued within 12 months of birth)	UK, Channel Islands, UK Authority Overseas eg embassy or HM Forces
Current Photocard Driving Licence	UK, Channel Islands, Isle of Man, other EU country (full or provisional

### Group 2a: Trusted Government Documents

Document	Notes
Current Photocard driving licence	All other countries – full or provisional. (Excluding UK/Isle of Man/Channel Isles /EU
Birth Certificate – issued more than 12 months after birth	UK and Channel Islands
Marriage/Civil Partnership certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms Licence	UK, Channel Islands, Isle of Man
Current Paper Version Driving Licence	UK, Isle of Man, Channel Islands and EU

### 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 the last 3 months
Bank or building society account or opening confirmation letter	UK	Issued in the last 3 months
Credit card statement	UK or EEA	Issued in the last 3 months
Financial statement eg. Pension or endowment /ISA	UK	Issued in the last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in the last 12 months
Council Tax statement	UK and Channel Islands	Issued in the last 12 months
Work permit or visa	UK Residence Permit	Issued in the last 12 months. Valid up to expiry date
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 (not mobile phone bill)	UK	Issued in the last 3 months
Benefit statement eg. Child Benefit, pension	UK	Issued in the last 3 months
Central or local government or government agency or local authority document giving entitlement eg. From the Department of Work and Pensions, the Employment Service, HMRC	UK and Channel Island	Issued in the last 3 months
EU National ID Card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Lead from Head Teacher or College Principal of a UK Institution	Only to be used by 16-19 year olds in full time education if other documents cannot be provided	

The person who is checking your documents will also use an external identity validation service to confirm your identity. If the external validation service cannot confirm your identity then the person checking your identity will discuss this with you. You will then have to go to  
Route Three

#### Route Three

You must provide five documents – one of them must confirm your current address

- Birth certificate issued after the time of birth by the General Registrar Offices / relevant authority (UK and Channel Islands)
- 1 document from Group 2a
- 3 further documents from Group 2a or 2b

**If you cannot provide these documents you will be asked to go for fingerprinting which could delay you application.**

**You must provide original documentation. Photocopies or documents printed from the internet, for example internet banking statements, will not be accepted.**