Voluntary Sector / Company Use

You will need to:

* **Check application form, photograph, and person declaration**
* **You must check the original DBS**
* **Complete and sign the Company’s declaration form**
* **If the DBS is not on the update service, please provide us with a copy to check**

**NO**

**External company DBS’s can only be accepted if on update service**

**YES**

**NO**

Have they registered to the on-line DBS Update Service?

**Chaperone Licence Application Flowchart**

**NO**

You will need to process a new DBS application. See the DBS evidence checklist below to support you with this

**YES**

Does the Applicant hold a ‘Child Workforce’ DBS certificate?

Has the DBS Certificate been issued by Essex County Council in the last 12 months?

You will need to:

* Check application form, photograph and person declaration
* Carry out an on line DBS check
* You must check the original DBS
* Complete and sign the Company’s declaration form

**YES**

Once you have completed all of the above you need to scan the following and email to [child.employment@essex.gov.uk](mailto:child.employment@essex.gov.uk)

* Completed / signed Application Form
* 1 passport size photo
* The Company’s Signed Declaration Form

Where a positive DBS has been returned you must also send a copy of all the pages in the disclosure

Once the Child Employment Team has received the above they will carry out the required checks with Social Care and write to the applicant’s referees. Where there are no concerns the applicant’s licence will then be issued

Child Employment Service Contact Details:

Tel: 03330138967

Email: [child.employment@essex.gov.uk](mailto:child.employment@essex.gov.uk)

**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 1**

The applicant must be able to show:

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

At least one of the documents must show the applicant’s current address.

If the applicant isn’t a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can’t show these documents.

**Route 2**

Route 2 can only be used if it’s impossible to process the application through Route 1.

If the applicant isn’t a national of the UK and is applying for voluntary work they can’t use Route 2.

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* one document from Group 2a
* two further documents from either Group 2a or 2b
* At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**Route 3**

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

* a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
* one document from Group 2a
* three further documents from Group 2a or 2b

**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, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by 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 UK (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, and Channel Islands |
| 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 UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man, and Channel Islands |

All driving licences must be [valid](https://www.gov.uk/driving-nongb-licence).

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

|  |  |  |
| --- | --- | --- |
| Documents | Notes | Issue date and validity |
| Mortgage statement | UK | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK | 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 | 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 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 |

**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.**