

DBS Responsible Person Guide

Disclosure and Barring Service (DBS) Checks

Essential Notes and Guidance for 'Responsible Persons' Checking Completed Forms

When checking Disclosure and Barring Service (DBS) forms, please remember that they are treated like any other government form: if the form isn't completed correctly it will be returned unprocessed and will need to be completed again. Taking a few moments to check that forms are completed correctly is the much-preferred option!

A few simple tips:

- Use **BLACK** ink only.
- Use **CAPITAL letters**.
- Make sure all **YELLOW** sections have been completed.
- Write clearly with only **ONE** character in each box.
- Put a line through a mistake and correct next to it on the right (do not block out mistakes).
- Mark any choices with an **X** in the box.
- Check the date boxes on the form as they often need the date displayed differently. Sometimes it's **DD/MM/YY**; other times it's **MM/YYYY**.
- **Make sure signatures are within the box** provided in Section E (just as with a passport).
- Make sure the applicant has provided all addresses where they have lived in the last five years (there must not be any gaps in the timeline of addresses given).
- **Only fill out Section W** (58 and 59) on the back page (Sections X and Y are for the registered body, BSUK, to complete). **DO NOT sign the box** on the back page.
- If any mistakes have been made, get the applicant to complete a fresh form.
- all applicants must sign the DBS enhanced check Privacy Policy for applicants document and return along with the application form. Any application forms returned without the Privacy policy declaration will not be processed.
- Full details of the Privacy Policy can be found at <https://www.gov.uk/government/publications/dbs-privacy-policies>

DO NOT:

- Write over the edges of boxes.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable; instead, leave it blank.

Documents you will need to see (originals, not copies):

The applicant must be able to show:

- one document from Group 1, below
- 2 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 has included a previous know name (in section 4) then they must show documentation to prove the change of name (i.e. if they have got married and changed their surname to their married name, a marriage certificate (or other suitable document) should be presented to verify the name change)

Group 1: Primary identity documents

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 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

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

All driving licences must be valid.

Group 2b: Financial and social history documents

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

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 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 an applicant cannot provide documentation listed above please contact BSUK for further advice.

You will need to mark an X in the 'Registered Body Use Only' box on the second page once you have verified name, date of birth, NI number, driving licence number and passport number (as applicable – only check boxes that indicate documents you have seen).

Once you have checked the form, it must be sent to BSUK for processing.

DBS Disclosures

Only the applicant will receive a copy of the disclosure, so you **MUST** ask to see the disclosure before using the applicant as an unsupervised volunteer. **A copy, photo or scan of the disclosure MUST be sent to BSUK to keep on file** – even if there is no information on the disclosure.

Where the disclosure includes information, you must not utilise the volunteer until this information has been risk-assessed by BSUK.

Copies of disclosures should be sent to:

Mark Caress
BaseballSoftballUK
Home Plate
Farnham Park
Beaconsfield Road
Slough SL2 3BP
mark.caress@bsuk.com

DBS checks MUST be completed annually for volunteers and coaches.