

**Enhanced DBS Clearance Checklist**

Dear Volunteer,

To volunteer at the Ministry of Stories in a workshop you must apply for a Disclosure and Barring Service certificate.

Here’s what you need to know:

* Shop volunteers do not require a DBS certificate
* You do not need to reapply if you already have a DBS certificate and it is registered online with the [DBS Update Service](https://www.gov.uk/dbs-update-service)
* There will be a time set aside at your induction to complete the DBS application form
* Please complete the below checklist to make sure you have everything you need before attending the induction
* We will use the documents to verify your identity so we can countersign the form and send to the DBS
* If you miss something it could mean we are unable to countersign your DBS form, which may delay your volunteer start date

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| **What you need to bring…** | ✔ |
| Passport | We ask all volunteers to provide their passport as part of our DBS checks. |   |
| Other ID documents | Your passport is classed as a Group 1 document. In addition to this we require a further two documents from either group 1, 2a or 2b; one of which must verify your current address. Please see tables on page 2 and 3 for details of acceptable documents. Please note in particular how old these documents can be. |   |
| Proof of right to work in UK | As part of the ID checking procedure we need to see that you are eligible to work in the UK. To show this you need a valid UK/EU Passport or current visa valid for at least six months or leave to remain. |   |
| Proof of current address | You must prove your current address with a valid document from within the last three months. Some documents state a validity period of twelve months. However, if they are dated within the validity period but outside the last three months they are only acceptable as proof of ID and not proof of address. Please note, we are unable to accept printed statements unless they are marked by your bank or building society with an official stamp. |   |
| Current name and date of birth | You must confirm your date of birth and your current name. For most people a passport will validate this information. Where there has been a recent change of name proof will be required. |   |
| Five year address history | You must confirm your full address history going back 5 years with no gaps. Proof of residence for previous addresses is not required. If you had no fixed abode for a period of time you must be able to state roughly which city you were living in. If you have been a student during this period but were registered on the electoral roll or had post delivered at your parent’s home, you may use this address at your own discretion. |   |
| Driver’s licence | If you have a driver’s licence please bring this with you. A provisional driver’s licence is also acceptable. |   |
| National insurance number | Please bring your national insurance number if you have one. If you have proof of your NI number, such as a NI card or a pay slip, please bring this too. |   |
| Additional documents | You may wish to bring more than the required number of documents in case one of your documents is not acceptable. It is better to have too many forms of ID than not enough. |   |

 Further advice before completing the form

* If you do not have a passport there are other ways we can verify you identity. If this applies to you please call 020 7729 4159 or email volunteers@ministryofstories.org to discuss further.
* If you have a criminal conviction, caution or reprimand you may have to declare this when completing the application. In line with DBS guidelines some of some of the above may be filtered out. For more information please visit the [DBS website](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)
* Transgender applicants should contact the DBS sensitive applications line on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice about completing the application form

**Acceptable Documentation for DBS Checking**

**Group 1: Primary Identity Documents**

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| **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 EU |
| Birth certificate - issued at time of birth | UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted Government Documents**

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| **Document** | **Notes** |
| Current driving licence photocard - (full or provisional) | All countries outside the EU (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 EU |
| Birth certificate - issued after time of birth | UK and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**Group 2b: Financial and Social History Documents**

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| **Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK or EEAWe cannot accept print-outs | Issued in last 12 months |
| Original bank or building society statement | UK and Channel Islands or EEAWe cannot accept print-outs unless stamped by the financial institution | Issued in last 3 months |
| 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, eg pension or endowment | UKWe cannot accept print-outs | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel IslandsWe cannot accept print-outs | Issued in last 12 months |
| Work permit or visa | UK | 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 | UK - not mobile telephone billWe cannot accept print-outs | Issued in last 3 months |
| Benefit statement, eg Child Benefit, Pension | UKWe cannot accept print-outs | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel IslandsWe cannot accept print-outs | Issued in 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 |
| 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 |