

*Whilst at the Introduction and Training session please ensure a member of staff checks your ID documents against your completed DBS form so we can countersign and post it to DBS. We cannot allow you to begin volunteering in workshops until you have received your DBS certificate. Volunteers who will only be working in Hoxton Street Monster Supplies do not need to be DBS checked.*

*If you did not bring a valid combination of ID documents and are unable to submit your form you can always drop in to one of our DBS clinics once you have everything you need. The clinics take place on Mondays 1 – 2pm and Saturdays 2 – 3pm.*

## DBS Handy Hints

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### General Tips

Those jolly efficient types at the Disclosure and Barring Service are sticklers for detail, so please do read this helpful list of hints in full before completing your form.

**You must complete the form in CAPITALS, and in BLACK INK,** and stay within the lines at all times.

**It is your responsibility to note down your form reference number,** which is located on the back page at the top left hand side. MoS will not keep a record of this on your behalf. We only record the issued certificate reference. **The form reference number is required to make an inquiry about your application and to register it online.**

Here are some more things to watch out for when filling in the form:

- If you have selected more than one of the YES/NO options in error, place a cross in the correct box and circle it
- If there is insufficient space on the application form, you can complete a continuation sheet. You can either use the one provided in your DBS pack or download one at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs). Please note; you do not need to sign anywhere on the continuation sheet. The box at the bottom is for us to sign.
- If a field does not apply to you, please leave it blank. Do not enter N/A or any variation.
- If you make a mistake, put a line through and correct it to the right. Do not use correction fluid.

The following tips will guide you through some specific sections on the form which can be quite tricky. If there is anything you are still unsure of then please ask a member of staff who will be happy to help. Alternatively you can send us an email and we'll do our best to help:

**[volunteers@ministryofstories.org](mailto:volunteers@ministryofstories.org)**

### Section A: Applicants details

#### Name(s)

- Do not put “Ms” as your title without making sure it's clear that you have never been known by any other name. Even if you've never been known by any other name and are

a Ms, you will need to mark this on the form *and* complete a continuation sheet and write in the Additional Information section 'I have never been known by any other name'.

- If you have a driver's licence, do list a middle name - further down if your driver's licence code indicates that you have a middle name that isn't provided in question 3 then the DBS will reject your application
- Transgender applicants can e-mail [sensitive@dbs.gsi.gov.uk](mailto:sensitive@dbs.gsi.gov.uk) for further advice about completing the form.

## Driver's Licence

- If you have a driver's licence but can't find it so don't know your driving licence number, say that you don't have a driver's licence. It won't affect the application.
- If you have a drivers licence number you must include the last two numbers at the end so they fill up the whole set of boxes – there's a bit of a space between the numbers at the end on the licence so people often miss them by mistake. This will mean the form is sent back.

## Passport

- Please remember to fill in your Passport Nationality even if it's British – the DBS don't like guessing.

## Section B: Current Address

- You'll need documentation from within the last three months verifying this address (see **Section W: ID**).
- Note that the date is MONTH and YEAR i.e. MM/YYYY no need for exact date.

## Section C: Previous Addresses

- Your address history must be complete with no gaps - e.g. you lived in one place from July 2006 to June 2011, then moved somewhere until February 2012. This should read like this; Address 1: 07/2006 - 06/2011      Address 2: 06/2011 - 02/2012
- You mustn't leave any gaps at all, the date you leave one place has to be the same date as you moved into the next (not a month later for example).
- If you have been away and had no fixed address at any point, it is fine to say NO FIXED ABODE, just make sure that the dates leave absolutely no gaps between entries and also give a Town or City in the relevant section, to describe roughly what area you were in.
- If you are a student and live away from home but still get post delivered at home please apply common sense to select your main address.
- There is further advice on the DBS website if your address history is not straightforward.

## Section E: Declaration by the Applicant

### Signature

- Please make sure your signature stays within the box, please note that the signature must be dated within ten working days of the DBS receiving the form. If you complete your application at home or need to come back with ID, please don't sign the form until you're ready to bring it to the Ministry so the signature doesn't expire.

## Question 55

- If the answer to this question is yes then you will need to disclose the nature of the offence to us so that we can countersign your application. Please note, you only need to disclose convictions that are not spent (as spent convictions are filtered out per current guidance). Should you need to discuss any issues you can call to arrange a quiet moment with either Ilona, the general manager or Rich, the volunteer coordinator. You can also email [volunteers@ministryofstories.org](mailto:volunteers@ministryofstories.org) if you'd prefer.

## When does my caution or conviction become spent?

The rehabilitation period (the length of time before a caution or conviction becomes spent) is determined by the type of disposal administered or the length of the sentence imposed. It is calculated from the date of conviction or the date the caution is administered. The rehabilitation periods are shown in the table below.

Sentence/disposal	Rehabilitation period for adults (18 or over at the time of conviction or the time the disposal is administered)	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered)
Imprisonment or detention in a young offender institution for over 30 months (2 ½ years)	Never spent	Never spent
Imprisonment or detention in a young offender institution over 6 months but not exceeding 30 months (2 ½ years)	10 years	5 years
Imprisonment up to 6 months	7 years	3 ½ years
Fine	5 years	2 ½ years
Community Sentence	5 years	2 ½ years
Conditional discharge	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Absolute Discharge	6 months	6 months
Conditional Caution	3 months	3 months
Simple Caution, Reprimand, Final Warning	Spent immediately	Spent immediately
<b><i>Some sentences carry variable rehabilitation periods. The main ones are as follows:</i></b>		
Compensation Order	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Supervision Order	N/A	The period of the order, or a minimum of 12 months (whichever is longer)
Bind Over	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Attendance Centre Order	A period ending one year after the order expires	A period ending one year after the order expires
Hospital Order	Five years, or a period ending two years after the order expires (whichever is longer)	Five years, or a period ending two years after the order expires (whichever is longer)

**Important Note: This is intended as general guidance only.** It must not be regarded as a definitive interpretation of the Act. Anyone in doubt should seek legal advice.

## Section W: ID

All volunteers must show their passport, and leave to remain or working visa valid for at least six months, if applicable. This is so we can establish your right to work in the UK (valid EU status or a working Visa is a legal requirement to work *and* volunteer in the UK).

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.

Whatever the combination of ID documents you provide, **you will need to confirm your current address (with a document dated within the last three months), your date of birth and your current name.**

If you cannot provide the correct combination of documents there may be other options that we can discuss with you. If this applies to you please discuss with a member of staff or send an e-mail to [volunteers@ministryofstories.org](mailto:volunteers@ministryofstories.org) and we'll do our best to help.

### Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current <a href="#">DVLA</a> requirements
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

Document	Notes
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional) All licences must be valid in line with current <a href="#">DVLA</a> requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current <a href="#">DVLA</a> requirements
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

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 account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. 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
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 bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	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	

## Following submission of your DBS form

- Once your DBS form has been submitted you can register it online (using the form reference number which you should have noted from the top right of the form). This means you have an up-to-date online DBS record which can be accessed at any time. Please see the hand out “The Update Service” for more information. NB Once your DBS certificate has been issued you only have 19 days to register for the online update service from the date of issue.

- You will not be able to book workshop shifts via the online calendar until we have your DBS on file. To book your first shift please call us on 020 729 4159 or email:  
**volunteers@ministryofstories.org**
- **When attending your first workshop shift you will be required to arrive 10 minutes early with you DBS certificate, and one form of photo ID** from group 1 to verify the DBS certificate is applicable to you. We cannot allow you to volunteer in a workshop without both of these documents. Once your DBS is scanned in you can begin booking online via the website.

*Good luck with your training. We look forward to having you on board!*