**Enhanced DBS Checks – Applicant Guidance**

The role you have applied for; or are currently working in, requires you to have an **enhanced criminal record** (DBS) check.

To obtain an enhanced DBS check you will need to:

1. Provide **personal information** and **proof of your identity** to your recruiting/ reports to manager
2. Complete an **online criminal record check application form** provided by our criminal record check supplier **Barnsley Metropolitan Borough Council** (BMBC).

Online applications can be completed either with your recruiting/reports to manager present; or without. Your manager will notify you of which method is to be used.

Where you manager is not present, you will be required to register with BMBC in order to complete the online application form. Where this is necessary; you will receive a registration request email from BMBC.

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| **What information do I need to supply?** |

You will need to supply:

* The details of any name changes since your birth and documentary evidence to support the change(s) and the date on which the changes were made.
* A full and continuous address history covering the last 5 years, including dates resided to and from at the address(es).
* Evidence of your national insurance number
* A **personal** (non-work) email address.

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| **What identity documents do I need to produce?** |

You must produce **3 identity documents:**

* 1 document from Group 1, and
* 2 further documents from Group 1, 2a or 2b (one of which must show your current address).

Please note:

* Photocopies and documentation printed from the internet are not acceptable
* Driving licences must be valid in line with current DVLA requirements

If you currently hold a valid passport and driving licence both of these must be produced.

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| **Document Types** |

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| **Group 1 – Primary Identity Documents** | |
| Passport | Any current and valid passport |
| Biometric Residence Permit | UK only |
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| Current Driving Licence – photo card (full or provisional). | UK, Isle of Man, Channel Islands and EEA |
| Birth Certificate – issued within 12 months of birth | UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, eg. embassies, High Commissions and HM Forces |
| Adoption Certificate | UK and Channel Islands |

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| **Group 2a – Trusted Government Documents** | |
| Current Driving Licence - photo card (full or provisional) | All countries outside the EEA (excluding Isle of Man and Chanel Islands |
| Current Driving Licence – paper version (full or provisional 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 |

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| **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 Statement | Countries outside the EEA | 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 or EEA | Issued in last 3 months |
| Financial statement, eg. 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 the UK at the time of application | Must still be valid |
| Utility Bill | UK – not mobile phone bill | Issued in last 3 months |
| Benefit Statement, eg. 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 of 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 – 19 year olds in full time education. Only used for exceptional circumstances if other documents cannot be provided | Must still be valid |

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| **What if I can’t provide any of the required documents in Group 1?** |

If you are a **non UK or EEA national** and are applying for voluntary work then you may need a fingerprint check is you are unable to show any documents from Group 1. Please contact the HR Shared Service Centre for advice if this is the case.

If you are a **UK or EEA national** and are unable to show any documents from Group 1; as an alternative you must provide:

* 1 document from Group 2a, and
* 2 documents from either Group 2a or 2b

An external ID validation check will then need to be carried out as part of your DBS application. Where applicable; this will form part of your online application.

This is known as a **Route 2** **Check**.

If you are unable to provide the alternative documents necessary for a Route 2 Check you must be able to show:

* A birth certificate issued after the time of birth (UK, Isle of Man or Channel Islands)
* 1 document from Group 2a
* 3 further documents form Group 2a or 2b.

This is known as a **Route 3 Check**.

A fingerprint check may be necessary if you can’t produce the documents required for a Route 3 Check. Please contact the HR Shared Service Centre for advice if this is the case.

Please note:

Route 3 Checks are not available to **EEA nationals** who have been resident in the UK for 5 years or less.

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| **Advice and Guidance** |

**If you require further information or would like to discuss anything relating to this procedure, please contact the HR and Payroll Shared Service Centre on:**

**RMBC Directorates** (**01709) 334 141**

**DMBC Directorates - (01709) 336 060**

**RMBC Schools (01709) 334 242**

**DMBC Schools (01709) 336 068**

**or by direct email to** [**hrpEBulk@rotherham.gov.uk**](mailto:hrpEBulk@rotherham.gov.uk)