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**Enhanced DBS**

**Checks – Manager Guidance**

# Enhanced DBS Checks – Manager Guidance

Enhanced criminal record (DBS) checks are processed in partnership with Barnsley Metropolitan Council (BMBC) using an online application form that links directly with the Disclosure and Barring Service’s (DBS) e-Bulk interface.

The process of completing an online application can take place either with the applicant present, or not present, subject to the production of mandatory information and original documentary evidence.

Both applicants and verifiers can track their application online at any point in time.

**It is important that you inform the applicant which method of processing you intend to use.**

## Example 1 – Applicant Present

##  Example 2 – Applicant Not Present

## What information do I need to have in order to complete the online application form?

To complete the online application form you will need:

* A Criminal Record Check Request Form
* Access to the BMBC e-Bulk System
* For Schools, academies and external customers you will need a credit/debit card or paypal to use our ‘pay as you go’ online payment process. (Council customers will continue to use the appropriate internal processes)

If you have not already been assigned a BMBC e-Bulk logon; the first-time completion of a Criminal Record Check Request Form will trigger a registration request to give you access to the system.

Please note: each new DBS application you make will require you to submit a fully completed Criminal Record Check Request Form to the HR Shared Service Centre via hrpEBulk@rotherham.gov.uk

Once you have been registered on Barnsley’s system you should use the following link to access the system for DBS processing:

<https://wwwapplications.barnsley.gov.uk/dbS>

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| What information do I need to collect from the applicant?  |

You will need to collect:

* The details of any name changes since their 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 their national insurance number
* A personal (non-work) email address.

## What identity documents do I need the applicant to produce?

They 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 their 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 the applicant currently holds a valid passport and driving licence both of these must be produced.

## Document Types

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| **Group 1 – Primary Identity Documents** |
| Passport  | Any current and valid passport  |
| Biometric Residence Permit  | UK only  |
| 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**  |

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| 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  |

## What if the applicant can’t provide any of the required documents in Group 1?

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

If they are a UK or EEA national and are unable to show any documents from Group 1; as an alternative they 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 their DBS application. Where applicable; this will form part of their online application.

This is known as a Route 2 Check.

If they are unable to provide the alternative documents necessary for a Route 2 Check they 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 they 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.

# 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 at hrpEBulk@rotherham.gov.uk

**Contact Us**

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| **If you have any questions regarding your new HR and Payroll system, please email:****hrpnewsystem@rotherham.gov.uk** | **If you have any questions or need support when using the HR Portal, please email:****hrpgenenq@rotherham.gov.uk** |