

FORM 3U DIOCESE OF CANTERBURY



DBS UPDATE SERVICE REQUEST FORM

To be completed by the Disclosure Officer and returned with a copy of the DBS certificate to the Safeguarding Administrator at Diocesan House, Lady Wootton’s Green, Canterbury CT1 1NQ.

Has the applicant registered with the Update Service? Yes/No

If **No**, please complete a DBS application form and Form 2C

If **Yes**, please attach or email the applicant’s permission for a status check to take place? Yes/No

If **Yes**, Have you seen the original disclosure certificate? Yes/No

A status check will only be possible if the workforce and level of check are the same as required for the new role; otherwise a fresh check will be required.

Applicant’s Name:

Parish:

Disclosure Certificate No: Date of Birth:

Date of Issue:

1. Have you followed the Safer Recruitment process in relation to this role? Yes/No

2. Give a brief description of the role the person you wish to check will occupy.

Role:

3. Is this person a volunteer in line with the DBS definition? ⁽¹⁾ Yes/No

4. Will this person have significant contact with children and young people? Yes/No

5. Will this person have significant contact with vulnerable adults? Yes/No

6. Will this contact be daily/weekly/monthly/on a rota/overnight/other (please define)?

Frequency

7. Will this person be leading this activity at any time? Yes/No

8. Will this person be a helper in the team? Yes/No

9. Will this person at anytime work unsupervised? ⁽²⁾ Yes/No

10. Will this person be managing or supervising those who work with children, young people and/or vulnerable adults? Yes/No

Please complete details of the documents you have seen to confirm proof of identity and address and sign the declaration on the reverse of this form

⁽¹⁾**Voluntary** is defined in the Police Act 1997 (Criminal Records) Regulations 2002 as ‘Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative’.

⁽²⁾**Supervision**– the person supervising is able to see the supervised worker’s actions at all times. If you are unsure whether this level of monitoring can be maintained at all times e.g. during holiday times, sickness absence etc., then the role is not a supervised position.

Documentary Evidence Sheet

Group 1 Documents (Primary Trusted Identity Credentials)

Document	Disclosure Officer initials	Document issue/expiry
Current valid Passport (Any Nationality)		
Current Photocard Driving Licence (UK Isle of Man, Channel island) (Full or Provisional)		
Birth Certificate (issued at time of birth, Within 42 days) UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces		
Biometric Residence Permit (UK)		
Adoption Certificate (UK and Channel Islands)		

Group 2a Documents (Trusted Government/State issued Documents)

Document	Disclosure Officer's initials	Document issue /expiry
Current driving licence – paper version (UK, Isle of Man, Channel Islands and EU (full or provisional)		
Current driving licence – photocard All countries (full or provisional)		
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 Documents (Financial/Social History Documents)

Document	Disclosure Officer's initials	Document issue date
Mortgage statement (UK or EEA)**		
Bank or building society statement (UK and Channel Islands or EEA)*		
Bank or building society account opening confirmation letter (UK) *		
Credit card statement (UK or EEA)*		
Financial statement, eg pension or endowment (UK)**		
P45 or P60 statement (UK or EEA)**		
Council Tax statement (UK and Channel Islands)**		
Work permit or visa (UK) - valid 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 phone bill) *		
Benefit statement, eg Child Benefit, Pension (UK)*		
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 Islands)*		
National ID card - must still be valid		
Cards carrying the PASS accreditation logo— 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		

* issued within last 3 months, ** issued within last 12 months, EEA European Economic Area

I confirm the documents seen are genuine and agree with those recorded in sections a –c on the application form

Date documents seen and checked

Name of Disclosure Officer Signature.....