



GreenHouse Mentoring – DBS Application Process

Once we have mutually agreed a volunteer role with you, we are then required to conduct a DBS (Disclosure and Barring Service) check (dependent on the role applied for and the implied interaction level with vulnerable individuals).

In order to make the application as seamless as possible, we ask that you show at least:

- **one** Group 1 document and
- a further **two** documents from Group 1, 2a or 2b (one of which must verify your current address) to our DBS recruiter(s) and
- your NI Number

Please note:

- We can only accept valid, current and original documentation. We cannot accept photocopies or internet printouts.
- Your current photo driving license is only valid if **both** the photocard and the paper counter-part are presented.

Group 1

- **Current valid Passport (UK, EEA or Non-EEA)** (*must have at least three months left before expiry*);
- **Biometric Residence Permit (UK)**;
- **Current Photo Driving Licence (UK) (Full or provisional) showing current address** – Isle Of Man/Channel Islands; a photocard is only valid if the individual presents it with the associated paper counterpart-licence (except Jersey);
- **Birth Certificate (UK & Channel Islands)** – issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable)

Group 2a

- **Current UK Driving Licence (old style paper version);**
- **Current Non-UK Photo Driving Licence (this can be used up to 12 months from the date of entry into UK)**
- **Birth Certificate (UK & Channel Islands)** - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars (Photocopies are not acceptable)
- **Marriage/Civil Partnership Certificate (UK and Channel Islands)**
- **HM Forces ID Card (UK)**
- **Firearms Licence (UK and Channel Islands)**
- **Adoption Certificate (UK and Channel Islands)**

Group 2b

- **Mortgage Statement (UK or EEA)****
- **Bank/Building Society Statement (UK or EEA)***
- **Bank/Building Society Account Opening Confirmation Letter (UK)**
- **Credit Card Statement (UK or EEA)***
- **Financial Statement - e.g. pension, endowment, ISA (UK) ****
- **P45/P60 Statement (UK & Channel Islands)****
- **Council Tax Statement (UK & Channel Islands)****
- **Work Permit/Visa (UK) (UK Residence Permit)***



- **Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)**
- **Utility Bill (UK)* - Not Mobile Telephone**
- **Benefit Statement* e.g. Child Allowance, Pension**
- **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - e.g. from DWP, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security**
- **EU National ID Card**
- **Card carrying the PASS accreditation logo (UK & Channel Islands)**
- **Letter from Head Teacher or College Principal (UK) (16-19 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted).**

*Must be less than three months old **Issued within last 12 months

Proof of name change (if applicable)

Documentation in a previous name can only be accepted where you can provide legal evidence of the change (if the name change was due to Marriage, Civil Partnership, Divorce/Dissolution or Deed Poll Name Change for example). Married individuals need to provide a Marriage certificate as proof of surname change. If you have legally changed your name for any other reason you must provide proof in the form of a legal document.

Should you be unable to provide three of the above mentioned documents, please contact the GHM Administrator ASAP in order to make alternative arrangements.

You will need to bring your National Insurance (NI) Number with you to the DBS interview.



In addition, we also require ask that you provide us with a **Five Year Address History**. Please note down the Full address (including postcode), the month and year that you moved into that address and the month and year that you moved out of that address.

eg. *[Address 1] (09/2009 to date)*

[Address 2] (01/2007 to 09/2009)

[Address 3] (01/2005 to 01/2007)

You will also be asked complete a Self Disclosure form and declare any cautions convictions or reprimands received (including Road Traffic violations). Any failure to disclose such information could result in the withdrawal of approval to volunteer for GHM.

Completed Disclosures

You must always show the GHM Manager your disclosure, if blemished, before you begin to volunteer with GHM. As such, we require that you arrange a meeting with the GHM Manager as soon you receive your disclosure.

DBS Update Service

Once you have received a valid DBS Certificate then this can be automatically kept up to date by a new service called DBS Update.

Once we have completed your DBS Check we will write to you with a link and your reference number.

This service, which we understand is free for volunteer roles, means that should you apply for a similar role in the future then you can present your DBS Update details to them and prevent the need to collect and show all your documents.

To find out more about DBS Update please follow this link - <https://www.gov.uk/dbs-update-service> .

Important comment from DBS...

You can subscribe to the Update Service as soon as you have applied for your DBS check. If you wait to subscribe with your DBS Certificate number you must use it **within 14 days** of the resulting DBS Certificate issue date.