



## DBS Nature Therapy CIC

Your name:

Your address and telephone number:

Your email contact:

Your role is Nature Therapy Volunteer

Why are DBS disclosures required? You will be working with vulnerable children and adults so require an Enhanced DBS check

What documents are required?

3 pieces of relevant ID from the evidence list attached

ID must have your current name and/or address

ID must be original copies (no photocopies or copied from internet i.e. bank statements)

National Insurance number

Provide details and evidence of the month and year you moved into your current property and any previous addresses to cover a minimum of 5 years

Provide details of the month and year of any name changes you have had throughout your life

Once you have your documents you need to make an appointment to take your original documents to be checked by emailing [dbns@actioniw.org.uk](mailto:dbns@actioniw.org.uk)

The address you need to go to is: Community Action Isle of Wight, The Riverside, The Quay, Newport, Isle of Wight. PO30 2QR



The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

### Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK

Current Driving Licence – photocard	UK, Isle of Man, Channel Islands and EU (full or provisional)
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 – photocard	All countries (full or provisional)
Current driving licence – paper version	UK, Isle of Man, Channel Islands and EU (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: 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 & 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, eg pension or endowment	UK	Issued in last 12 months
P45 or P60	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, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the DWP, Employment Service or 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	Must still be valid