

Information for Enhanced DBS Check and Barred List Check

This form can be completed online, saved and then emailed to us. **Please complete all sections.**

The information will be used to complete an online application for an enhanced DBS Check and Barred List Check (child and adult) for you. We will also need to see documents which prove your identity and address – **please see note at the end of this document.**

Title (Mr/Mrs/Ms/Dr/Other)*:

Forename:

Middle name 1:

Middle name 2:

Middle name 3:

Surname:

If female provide your maiden name and date you were married.

Maiden name:

Date married:

Date of birth:

National Insurance number ** (if you have one):

Place of birth (Town and country):

Nationality:

Surname at birth:

Surname at birth used until (year):

Do you have any criminal convictions/cautions to declare in line with DBS Filtering guidance?

(If yes, please provide details on another sheet)

YES

NO

If you have been known by a name other than your maiden name, please indicate the name & date last used

Other Name:

Date:

Other Name:

Date:

Other Name:

Date:

* If female and not a surgeon, you must indicate whether you are referred to as Mrs, Miss or Ms

** If you have a National Insurance number you must include it.

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Addresses

Most recent first with dates (month is acceptable) for the past 5 years

Please provide a list of previous addresses for the past 5 years. If on extended holiday or just travelling, please put down an address where you could have been contacted by, for example, the Inland Revenue, eg, your parents' address, together with dates from and to for each one. Please also include any addresses where you were temporarily resident for 4 weeks or longer (ie you may have stayed in doctor accommodation / hotel / B&B while engaged in a locum position).

Address 1 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 2 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 3 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 4 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 5 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 6 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

Address 7 - House No or Name:

Street:

Town:

County:

Country:

Postcode:

Date from (mm/yy):

Date to (mm/yy):

Temporary accommodation: Yes No

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CONTINUE >>

Addresses continued...

Address 8 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 9 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 10 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 11 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 12 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 13 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

Address 14 - House No or Name:

Town:

Country:

Date from (mm/yy):

Temporary accommodation: Yes No

Street:

County:

Postcode:

Date to (mm/yy):

DECLARATION BY APPLICANT (REQUIRED)

I confirm that the information I have provided to support my application for an enhanced DBS Check and Barred List Check is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

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Supporting documents

You will need to provide us with a range of **original identity documents** as part of the DBS application process.

Please note that we can only accept valid, current and original documentation. We cannot accept:

- photocopies.
- documentation printed from the internet e.g. internet bank statements.

You can either bring these documents with you to your face to face interview (if this has been arranged) or send them to us by special delivery. We will return your documents to you the same day we receive them.

Please provide:

- **1 document from Group 1; and**
- **2 further documents from Group 1, 2a or 2b; one of which must verify your current address.**

If you have any queries on which supporting documents you should provide (or are unable to provide the documents as listed above), please call us on **0208 099 6943**.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth. (Photocopies are not acceptable)
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Group 2a – Trusted Government/State issued documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and 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).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements are not accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements are not accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements are not accepted).
- 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 the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education
 - (only used in exceptional circumstances when all other documents have been exhausted).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

Once complete, simply click 'Save to send', this will save your form for you to attach it to an email to send to us.

Or click 'Print' and post it to us at :Holt Doctors, 4th floor, 1 Belle Vue Square, Broughton Road, Skipton, North Yorks BD23 1FJ

Call with any queries: 0208 099 6943

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allowing you to
return to it later

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to send the form

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