How to Apply for a Disclosure and Barring Service (DBS) Check with York Students in Schools:

For projects and placements working with children and vulnerable adults, volunteers must have a DBS check completed.

This means that the York Students in Schools team **must**:

- Establish the true identity of the applicant through examining a **range of documents**
- Ensure that the applicant provides details and **evidence of all names** by which they have been known
- Ensure that the applicant provides a **five year address history**

**Therefore, in order to complete a DBS check, you must produce the following:**

- A total of **3 documents**, including:
  - 1 document from Group 1, **and**
  - 2 further documents from Group 1, 2a or 2b
- A five year address history, including university addresses
- One document **MUST** be proof of address for your main address (this can be either your home or university address) – this is also the address to which your final certificate will be sent, so make sure you still have access to post!

**Please note:**

- If you have a valid driving licence, passport and National Insurance number you must be able to supply these numbers for the form, even if you do not have the evidence with you
- If you have changed your name, proof of this name change must be presented

**A Note for International Students:**

If you are an international student who has been resident in the UK for less than a year you will need to produce a translated police check/ certificate of good conduct/ ministry of Justice certificate, from your own country. Advice can be found at [http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/](http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/). It is your responsibility to obtain this.

International Students will still need to complete DBS check with York Students in Schools and should therefore attend a DBS clinic and bring along the correct documents.

Tip: to order a certified copy of a UK birth certificate visit [www.gro.gov.uk/gro/content/certificates/default.asp](http://www.gro.gov.uk/gro/content/certificates/default.asp).
### Group 1 documents

| Valid passport (any nationality), non EEA must have a passport in combination with a Visa/Biometric Residence Permit | Group 2a
| Current driving licence – photo card (all countries outside the UK – full or provisional) |
| Current driving licence – paper counterpart if issued before 1998 (UK, Isle of Man, Channel Islands & EU – full or provisional) |
| Driving Licence photocard (UK/EU/Isle of Man/Channel Islands) full or provisional | Birth certificate issued after time of birth (UK & Channel Islands) |
| Birth Certificate (UK & Channel Islands) – issued within 12 months of date of birth | Marriage/civil partnership certificate (UK & Channel Islands) |
| Adoption Certificate (UK & Channel Islands) | HM Forces ID card (UK) |
| Biometric Residence Permit (UK) | Firearms licence (UK, Channel Islands & Isle of Man) |

### Group 2b

| Group 2b continued |
| Work permit/ VISA (UK) |
| Utility bill* (UK) – not mobile phone |
| Benefit statement* |
| A doc from central/local government giving entitlement* (UK and CI), e.g. Dept of Work and Pensions, HMRC, Job Centre |
| EU National ID card |
| Cards carrying the PASS accreditation logo (UK and CI) |

*Document must be less than 3 months old

**Document must be less than 12 months old

**We cannot accept:**

- Out of date documents
- Photocopies, scans, prints
- Mobile phone bill
- NHS insurance card
- NHS card
- A letter from Student Support
- Exam certificates
- Old DBS/CRB certificates
- Store card statement
- Vehicle registration document
- TV licence

**Once you have collected three pieces of evidence from the list above, come along to a DBS drop-in clinic OR an SMG drop-in shift in Careers. Dates and times of all sessions can be found on the YSIS webpages. We look forward to seeing you soon!**

**Questions? – get in touch with our team at ysis@york.ac.uk**