

DBS Checks – Guidance Notes Student-Led Volunteering Programme

If it is a requirement for you to complete a DBS check for your volunteer role, you cannot do the activity in question until you have received your DBS Certificate. DBS checks can take several weeks, so please allow plenty of time for your check to be processed.

A DBS Check (Disclosure and Barring Service) is an official check that reveals whether you have any criminal records.

This document contains information on how to obtain a new DBS Check free of charge through the Volunteering Service. Please note that if you already have a DBS Check that was processed through UCL in the past three years, you can email a photo or scanned copy of your DBS certificate to slvpadmin@ucl.ac.uk and you may not need a new check.

Overview of the process

To apply for a new DBS check through the Volunteering Service, please follow the instructions below:

1. You need to obtain **three** forms of identification that meet the requirements outlined below – see the section ‘Acceptable documents’.
2. Complete our [DBS Checks webform](#) – the webform takes around 10 minutes to complete and you will be asked to upload a photo or scanned copy of your three forms of identification.
3. The documentation provided will be stored securely and can only be accessed by Volunteering Service members of staff. If your forms of identification meet the requirements, you will then be emailed a link to book a slot to go to the office for verification. Slots will be available on weekdays (Monday to Friday), 3-4pm.
4. Go to the Volunteering Service office (25 Gordon Street, 2nd floor) with your three forms of identification at the timeslot you booked. These forms of identification will be checked in-person by a Volunteering Service member of staff.
5. Once your forms of identification have been verified, we will email you a link to the DBS application form for you to complete. You will then need to complete the application form and this will be sent to the DBS.
6. The Volunteering Service will then be notified of the result, and you will also be receiving your certificate through the post.

If you have any questions, please do not hesitate to contact us at slvpadmin@ucl.ac.uk

Acceptable documents

Please read this guidance carefully and make sure the documents you take meet the requirements outlined below. The list of acceptable documents comes from the DBS, which is an official check, so the Volunteering Service will not be able to accept documents that do not meet the below requirements.

You must present 3 (three) documents:

- One document from Group 1
- Two further documents from any group

All documents must be original, valid, and in the current name of the applicant. They must be in either be in English or have a full English translation within the document.

At least one of your documents must contain your date of birth, and at least one of your documents must contain your current address.

For DBS purposes, your current address is the place where you are currently living at the time you submit the application. If you are currently living at your term time address then your term time address is your current address; in turn, if you are currently living at your home address, then your home address is your current address.

We cannot accept documents printed from the internet. In the case of bank statements, credit card statements, and utility bills, you would need to ask your bank or utility company to send you a paper statement or bill through the post. Alternatively, you can go to the branch and get your statement stamped by the bank. **Please note the DBS will not accept an online statement or bill printed by yourself.** If you have any questions on this, please email slvpadmin@ucl.ac.uk

You will need to present your documents when you come to the office for verification.

Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man and Channel Islands
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2: Trusted Government Documents / Financial and Social History Documents

Document	Notes	
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)	
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man and Channel Islands	
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
HM Forces ID card	UK	
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK 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, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid