

## Disclosure and Barring Service Forms – Guidance Notes Student-Led Volunteering Programme

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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 their DBS Certificate. Note that DBS checks can take a month or more, so please allow plenty of time for your check to be processed.

### How to obtain a DBS check

1. Email [slvpadmin@ucl.ac.uk](mailto:slvpadmin@ucl.ac.uk) with three forms of identification (acceptable forms of identification are overleaf). These should be sent as attachments, rather than in the body of the email. These will be checked by a member of staff, and you will then be sent an email invitation to have a meeting via video link, so that your identification can be verified.
2. Access the meeting invitation link, at the specified time, so that your identification can be verified. You will need to have the documents that you emailed available during this meeting. Please note that your camera will need to be turned on during this meeting.
3. Once your identification has been verified, the DBS form will be emailed to you. You will need to complete and submit this form, as soon as possible. Please note that the application will not start being processed until you have submitted this form

### If you already hold a certificate from the DBS then our policy is as follows:

- If you hold a clear enhanced DBS check from UCL, we will accept that.
- However, if a partner organisation requests that new DBS checks are carried out as a condition of the partnership, then we will carry out these new checks.
- If you hold a DBS from another organisation, then they will have to complete a new DBS check (unless your certificate can be verified through the DBS update Service).

If you have any questions, please do not hesitate to contact us at [slvpadmin@ucl.ac.uk](mailto:slvpadmin@ucl.ac.uk)

### Document Checklist for DBS Applications

#### YOU MUST PRESENT THREE DOCUMENTS

- ONE FROM GROUP 1
- TWO FURTHER DOCUMENTS FROM GROUP 1, 2a OR 2b (one of which must verify your current address).

If you are unable to meet the requirements above you must contact the [Student-Led Projects Team](#) who will be able to advise you.

All documents must be in the current name of the applicant and must be valid. You will need to have your documents with you, when you access the meeting invitation link.

### 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, Channel Islands and EEA
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 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
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
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 and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	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 or EEA	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 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, 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
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