

DBS Checks – Due Diligence Checking (DDC) Service

The process

The process follows the 5 steps outlined below.

Step 1: Request the application.

To start the process speak to your Minister who will either start the process or direct you to the person who can do so. You will need to provide the following details for each applicant:

Full name, Date of Birth; email address: telephone number; Church they attend and the role(s) they have at the Church.

Step 2: Applicant completes the online form.

The applicant will receive an email from DDC (Due Diligence Checking), with log-in details to their online form. The applicants fill in the information online and will need to nominate the identity documents they want to use, that meet the DBS requirements for checking identity.

- Note: If the applicant does not have email or a computer, suitable alternative arrangements will be made, i.e. so that the person can access the online system.

Step 3: Applicant contacts the Verifier.

The applicant contacts the authorised verifier to arrange for their documents to be checked.

Step 4: Checking the applicant's identity documents.

The applicant will produce their original ID documents to the verifier, who will verify them and will then submit the application and send all the information securely through to DDC.

DDC will do the rest of the work to send it to the DBS, and track it to ensure they return it as soon as possible.

Step 5: Wait for DBS Check to be completed.

The applicant will receive the Certificate in the post.

DDC will email Reverend David Jebb when the process is finished, to let him know that the Certificate has been issued and that it is on its way to the applicant. David will in turn let the relevant Church Safeguarding Officer know that the certificate has been issued.

The applicant should show the Certificate to their Church Safeguarding Officer.

The applicant should not start working in their role until the Certificate has been seen and recorded by the Church Safeguarding Officer

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Identity Documents

The DBS have created a 3-tiered document nomination process that dictates which documents must be presented in support of your DBS Check application.

Route 1 must be exhausted before Route 2 can be attempted. Route 3 exists as a last resort.

This page outlines the valid combinations of documents.

DBS Route 1

- A minimum of 3 documents must be presented
- At least one document must be a 'Primary Trusted Document' from Group 1 (Driving Licence or Passport taking priority)
- At least one document must show the current address
- At least one document must show date of birth
- All documents must be in the current name (although statements and letters can be in joint names, provided the applicant's name is clearly identifiable)

If the applicant does not possess sufficient documents to submit a Route 1 application, they must sign a declaration form to confirm this and proceed with a Route 2 application.

NOTE – Non-EEA Nationals: All Non-EEA Nationals should be validated via Route 1 only.

DBS Route 2

If a Route 1 application is not possible, then the applicant must submit their application following Route 2.

The Route 2 documents are:

- A minimum of 3 documents (but more is better).
- At least one document from Group 2a, plus two additional documents from Group 2a or Group 2b.
- All documents must be in the applicant's current name.
- At least one document must show the applicant's current address.
- At least one document must show the applicant's date of birth.
- A Third Party ID Verification Check, including an ID Check consent form. The check is paid for by the applicant.

DBS Route 3

If the ID check fails, then we will contact the applicant to confirm the DBS Route 3 application process, which requires a UK Birth Certificate plus 1 document from group 2a and 3 documents from group 2a or 2b, making 5 documents in total.

If this Route fails then we will be required to initiate the DBS Fingerprinting process to establish identity.

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Group 1: Primary identity documents	
<i>Document</i>	<i>Notes</i>
Passport	Any current and valid passport
Biometric residence permit	UK
Current photocard driving licence	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
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

Group 2a: Trusted government documents	
<i>Document</i>	<i>Notes</i>
Current driving licence – photo card (non-EU)	All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU). All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
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

<i>Document</i>	<i>Notes</i>	<i>Issue date and validity</i>
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 account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. 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
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 month
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, 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	