

Disclosure & Barring Service Checks

Volunteers working with, or delivering to, children or vulnerable households, are required to undertake a Disclosure & Barring Service check.

Application

This will involve completing an application form, which includes addresses covering the last 5 years (UK and abroad if applicable) and providing this along with the following original documents for us to copy and send away to be checked.

We would need you to fill in one of our DBS forms, and to bring in your ID documents for us to copy.

You will need 3 pieces of original ID for this:

- 1. Valid Driving Licence photo card**
- 2. Valid Passport**
- 3. Address ID** – an official letter or utility bill, sent to you at home within 3 months, anything apart from a mobile phone bill. This can also be a printed bill or bank statement from an online account.

If you do not have both a valid passport and a driving license, one of these can be replaced with either your birth certificate, or another letter/utility bill as stated above.

If you will struggle to provide identity documents, please get in touch with our office team office@educationfuturestrust.org or 01424 72241, who will be able to help you.

Post Application

After your form and copies of your ID are sent away, the check is usually returned to you in around 3 weeks. We do not receive a copy of this so you will need to let us know you have received this and we will need to see the original copy of the certificate.

You can register your check online for a free as a volunteer if done within 21 days of the date on the certificate. This can be done through the following link: [DBS CRSC \(crbonline.gov.uk\)](https://www.crbonline.gov.uk)

Our children. Our families. Our community.

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