

## DBS REQUEST FORM

<b>Title</b>		<b>Gender</b>	
<b>Forenames</b>			
<b>Current Surnames</b>			
<b>Date of Birth</b>		<b>Tel</b>	
<b>National Insurance Number</b>			
<b>Email</b>			
<b>Current address including country, Post Code: Address must cover 5 years MM/YY</b>			
	From:	To	<b>PRESENT</b>
<b>If less than 5 years previous addresses MM/YY</b>			
	From:	To	
<b>If less than 5 years previous addresses MM/YY</b>			
	From:	To	
<b>If less than 5 years previous addresses MM/YY</b>			
	From:	To	
<b>Are you working with:</b>	<b>Children <input type="checkbox"/> Adults <input type="checkbox"/> or both <input type="checkbox"/></b>		
<b>Have you ever used another forename</b>	If yes, please write your previous forename		
<b>Have you ever used another surname</b>	If yes, please write your previous forename		
<b>Birth Place</b>			
<b>Birth Country</b>			
<b>Do you have any convictions, cautions, reprimands or final warnings</b>	<b>NO <input type="checkbox"/> or YES <input type="checkbox"/> If yes, specify</b>		
	.....		
	.....		
	.....		
	.....		

# DBS Clearance- Approved list

Please provide one document from Group 1

## Group 1 - Primary Identity Documents

- A Current Valid Passport (Any Nationality)
- Biometric Residence Permit (UK)
- Adoption Certificate (UK and Channel Islands)

- Birth certificate (UK, Channel Islands and UK authority overseas i.e. embassy or HM Forces) issued within 12 months of birth
- Current photocard driving licence - UK/Isle of Man/Channel Islands/other EU country (full or provisional)  
Issued:  UK / Isle of Man / Channel Islands \*  EU

Please provide two documents from Group 2

The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK & Channel Islands) \*
- Council Tax Statement (UK & Channel Islands) \*
- Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) \*
- P60 certificate statement (UK & Channel Islands) \*
- Financial Statement (UK) - e.g. pension, endowment, ISA \*

The following documents that must be less than 3 months old.

- Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) \*
- Bank/Building Society Account Opening Confirmation Letter (UK) \*
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) \*
- Correspondence Documents from
  - Benefit Statement (UK) - e.g. Child Allowance, Pension \*
  - Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) - Document 1 \*
  - Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) - Document 2 (this must have been issued by a different body than document 1) \*
- Utility Bills Such As
  - Electricity Bill / Statement (UK) \*
  - Gas Bill / Statement (UK) \*
  - Water Bill / Statement (UK) \*
  - Telephone Bill / Statement (Not Mobile Telephone) (UK) \*

If you have any questions please call us on 020 8802 8488 or email

[admin@train2careacademy.org](mailto:admin@train2careacademy.org)

Please pay **£60** to

**Name:** M Muse: **Sort Code:** 20-25-19 **Acc No:** 4386 0515

**Ref:** client's name