

Disclosure and Barring Service Forms – 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 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 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
4. Please ensure that you keep the three documents that you use for your DBS application as you will be required to come into our office to show us these documents, in-person, once the current COVID-19 restrictions are eased.

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, please email us a scanned copy of the certificate to slvpadmin@ucl.ac.uk and we will accept that as long as it can be verified by the relevant department.
- 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.
- Please note that the Medical School is currently unable to verify DBS certificates from first year students as they have not been able to see them in-person. We would ask first year Medical students to complete a new DBS check through us, as we have an online system in place, and we would not have this problem.
- If you hold a DBS from another organisation, then you will need a new DBS check.

If you have any questions, please do not hesitate to contact us at 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 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. The photos or scanned copies sent to us must be in full colour.

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. **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 have your documents with you when you access the meeting 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 |