



DBS application guidance

Working with children puts you in a position of great responsibility. GTMatrix takes that responsibility and trust extremely seriously and we ensure that every individual that works with us in any capacity where they may come into contact with children is DBS Enhanced checked with barring. This means that the DBS check will refer to Police records and other public data sources to establish your suitability to work with children. In order to apply for a Disclosure and Barring Service (DBS) check for you we will need the following information. If you are unable to provide one or more of the items requested please call us to discuss.

Your full name, including middle name(s)

Your current residential address and previous address(es) if you have moved in the last three years

Your mobile telephone, landline and email address

Your date of birth

Your National Insurance number

In addition we will need sight of certain identity documents. The documents needed will depend on the route the application takes. You must try to provide documents from Route 1 first.

Route 1

You must be able to show:

- one document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show your current address

Route 2

If you don't have any of the documents in Group 1, then you must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address. The organisation conducting your ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, you must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show your current address. If you can't provide these documents you may need to be fingerprinted.

Continuation sheets

You can download a DBS continuation sheet for additional information you can't fit on the DBS application form from <https://www.gov.uk/government/publications/dbs-continuation-sheet>.

Unusual addresses

You must make sure you fill in the address part of the form correctly if you have an unusual address (see <https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide>), for example if you live abroad, in student accommodation or a hostel.

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 EU
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 EU (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 EU
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
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All driving licences must be valid (see <https://www.gov.uk/driving-nongb-licence>)

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 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
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 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
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid

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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
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