

# DBS Checks Essential Info (for completing form)

## Disclosure and Barring Service (DBS) checks

### Essential Notes and Guidance on Completing the Application

When completing the Disclosure and Barring Service (DBS) form, please remember that it is treated like any other government form: if you don't complete it correctly the form will be returned unprocessed and will need to be completed again. Taking a few moments to check that the form has been completed correctly first time is the much-preferred and quicker option!

When returning your form, please add a note or post it to the form stating what role you will be performing, so we can correctly assign your role on the form for you. (Coach, Umpire, Safeguarding Officer etc)

A few simple tips:

- Use **BLACK** ink only.
- Use **CAPITAL** letters.
- Make sure all **YELLOW** sections have been completed.
- Write clearly with only **ONE** character in each box.
- Put a line through a mistake, and correct next to it on the right (do not block out mistakes).
- Mark any choices with an **X** in the box.
- Check the box to ensure correct date information is given. Sometimes its **DD/MM/YY**, sometimes its **MM/YYYY**.
- **Make sure signatures are within the box** provided in Section E (as with a passport).
- Make sure the applicant has provided all addresses they have lived in during the **last five years** (there must not be any gaps in the timeline of addresses given).
- **Only fill out Section W** (58 and 59) on the back page (Sections X and Y are for the registered body, BSUK, to complete). **DO NOT** sign the box on the back page.
- If there are many mistakes a new form should be used for the application.
- All applicants must sign the **DBS enhanced check Privacy Policy for applicants document** and return along with the application form. Any application forms returned without the Privacy policy declaration will not be processed. We have to demonstrate to DBS that these are completed for each application.
- Full details of the Privacy Policy can be found at <https://www.gov.uk/government/publications/dbs-privacy-policies>
- Applications from Non UK Nations will need to supply Primary Documents (Group 1) to prove their identity.

**DO NOT:**

- Write over edges of boxes.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable -- instead, leave it blank.

**Documents you will need to produce to validate your application (originals, not copies):**

The applicant must be able to show:

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

The combination of documents presented must confirm the applicant's name and date of birth. If the applicant has included a previous know name (in section 4) then they must show documentation to prove the change of name (i.e. if they have got married and changed their surname to their married name, a marriage certificate (or other suitable document) should be presented to verify the name change)

**Group 1: Primary identity documents**

**Passport** Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.

**e-Visa** Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create you can create one online

**Biometric residence permit** UKA BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa

**Application Registration Card** Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.

**Current driving licence photocard** - (full or provisional) Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA

**Birth Certificate** UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.

## Adoption certificate UK and Channel Islands

### Group 2a: Trusted government documents

**Current driving licence photocard** - (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)

**Current driving licence (full or provisional)** - Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date

**Birth certificate** - issued after time of birth UK, Isle of Man and Channel Islands

**Marriage/civil partnership certificate** UK and Channel Islands

**Immigration document**, visa or work permit Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based

**HM Forces ID card** UK

**Firearms licence** UK, Channel Islands and Isle of Man

*All driving licences must be valid.*

### Group 2b: Financial and social history documents

**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 letter.** 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

**HMRC self-assessment letters or tax demand letter** issued in last 12 months

**European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)** must still be valid

**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

**Irish Passport Card** cannot be used with an Irish passport 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 Must be issued in last month



Full details on what and how to check can be found on the Government website, link below  
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>

If an applicant cannot provide documentation listed above please contact BSUK for further advice.

#### **DBS Disclosures**

Only the applicant will receive a copy of the disclosure, so s/he **MUST** show the disclosure to the person who checked the application. **A copy, photo or scan of the disclosure MUST be uploaded onto Sport:80 to keep on file (securely)**— even if there is no information on the disclosure.

Where the disclosure includes information, this information will be risk-assessed by BSUK. BSUK has a recruitment and selection policy (that includes the suitability of ex-offenders for employment) that is available for applicants on request.

Applications should be sent to:

Mark Caress  
BaseballSoftballUK  
Home Plate  
Farnham Park  
Beaconsfield Road  
Farnham Royal SL2 3BP  
[mark.caress@bsuk.com](mailto:mark.caress@bsuk.com)

**DBS checks MUST be completed annually for volunteers and Coaches, Umpires and Safeguarding Officers**