

DBS Responsible Person Guide

Disclosure and Barring Service (DBS) Checks

Essential Notes and Guidance for 'Responsible Persons' Checking Completed Forms

When checking Disclosure and Barring Service (DBS) forms, please remember that they are treated like any other government form: if the form isn't completed correctly it will be returned unprocessed and will need to be completed again. Taking a few moments to check that forms are completed correctly is the much-preferred and quicker option!

When returning your forms, please add a note or post it to the form stating what role the applicant will be performing, so we can correctly assign their role on the form (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 date boxes on the form as they often need the date displayed differently. Sometimes it's **DD/MM/YY**; other times it's **MM/YYYY**.
- **Make sure signatures are within the box** provided in Section E (just as with a passport).
- Make sure the applicant has provided all addresses where they have lived in 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.
- 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 the 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.

Identity check rules

The identity checker cannot verify the identity of a relative or partner, people who live in the same house as them, or a personal friend.

The ID checker must:

- Make sure that any details of current passport, driving licence and National Insurance Number are included on the paper or electronic application form.
- Follow the three route ID checking guidance set out below.
- Consider using digital ID verification if the applicant can present a passport or driving licence.
- Seek photographic identity documents (passport, driving licence, e-Visa or PASS card) in the first instance. This can be used to compare the applicant's likeness. Check and validate the information provided on the application form by the applicant.
- Check that the application form is completed in full and the information it contains is accurate. For example, that all addresses lived at in the last 5 years and names known by have been declared and are accurate. Failure to do this can result in delays in processing and the withdrawal of applications.
- Make sure the applicant fills in the address part of the form correctly if they have an unusual address, for example if they live abroad, in student accommodation or a hostel.
- Use a document type only once in the document count. For example, don't accept two bank statements as two of the required documents if they are from the same bank.
- Not alter or amend the application form without the knowledge or agreement of the applicant.
- Keep a record of the documents used to validate each identity for a minimum of 2 years. This is in line with compliance activity carried out by DBS. DBS will ask for records of documents checked as part of ID verification as part of this process. Documents can be recorded as copies of physical documents or PDF evidence of eVisa. If it is not possible to keep copies you should record:
 1. document type,
 2. country of issue
 3. any expiry date,

4. any reference numbers, and
5. notes if there were any discrepancies discussed as part of the ID verification process.

How to view ID documents

There are three ways in which ID document scan be viewed and validated. You must use option one unless it is impossible to have a face-to-face appointment with the applicant. If you are unable to use option one the reasons need to be recorded and option two can be considered (Only BSUK can use this option) . If option two is impossible the reasons must be recorded and option three can be used 9 again only BSUK would use this option) . The rationale behind the use of options two or three must be kept, along with a record of the documents used to validate the identity, for a minimum of 2 years.

All documents must be physical documents, unless you are viewing the applicant's eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents. Documents printed from the internet, for example bank statements, are not acceptable for ID purposes. The applicant can ask their bank to print off a bank statement for them and endorse it with a stamp and signature if they do not have hard copy bank statements.

Option one (For Responsible person to use, Face to Face check)

The ID check should be done in person, allowing the ID checker to view the physical documents, or eVisa, or digital PASS card, in the presence of the individual.

Option two (Only completed by BSUK)

The ID checker can conduct the ID check via video link – for example Google Meet or FaceTime. In these circumstances the ID checker must be in possession of the physical documents. These can be posted to the ID checker in advance of the virtual call. Any risks identified when using live video must be assessed and mitigated by you. You must not rely on the inspection of the documents via a live video link, or by checking a faxed or scanned copy of the document.

If option two is used, you must keep a record of why option one was impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three. You should also consider using digital identity verification.

Option three (Only completed by BSUK)

The ID check can be completed via video link – for example Google Meet or FaceTime – without the ID checker being in physical possession of the ID documents. The details of the documents, as set out above, must be recorded and stored at the time of the video link ID check. The documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid.

If option three is used you must keep a record of why options one and option two were impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three as part of your process.

Documents you will need to see (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 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.

You will need to mark an X in the 'Registered Body Use Only' box on the second page once you have verified name, date of birth, NI number, driving licence number and passport number (as applicable – only check boxes that indicate documents you have seen).

Once you have checked the form, it must be sent to BSUK for processing.

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

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