

Applicant's Guidance Notes

****For all Swindon Circles volunteers – please indicate your role as a Community Volunteer with Adults****

Applying for a Disclosure and Barring Service Check (DBS)

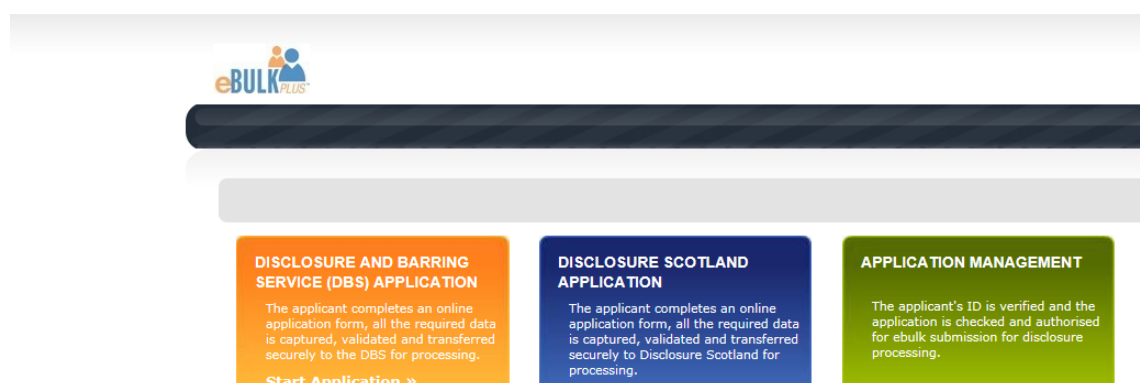
An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. If you don't have access to a computer you can go to any internet café or local library.

Logging onto the system

Please enter the following address in the web browser:

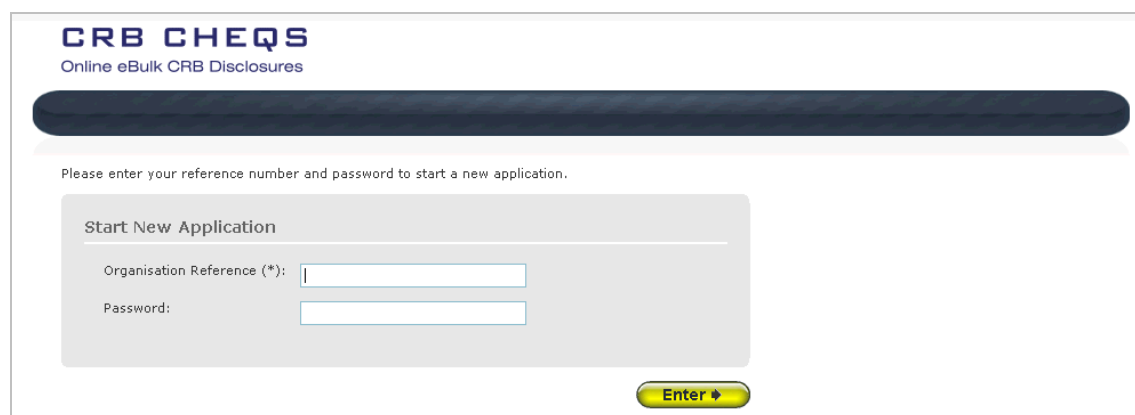
<https://disclosure.capitarvs.co.uk/cheqs/rbLogin.do>

Click on the orange box



You will now be on the main login page. NB *Please note at this stage of the process your login details are case sensitive.

1. Enter your Organisation Reference: **SBCVOLUNTEERS**
2. When advised enter the password: **SN12JH**



The screenshot shows the CRB CHEQS login page. The page title is 'CRB CHEQS Online eBulk CRB Disclosures'. Below the title is a dark blue horizontal bar. Underneath this bar is the text 'Please enter your reference number and password to start a new application.' Below this text is a 'Start New Application' form with two input fields: 'Organisation Reference (*)' and 'Password'. A yellow 'Enter' button is located at the bottom right of the form.

Once you have completed this section click 'Enter'.

The application form is a simple 5 step process. Please complete all fields. Please note that once you have logged on to the online system, eBulk, you will need to fully complete your application, you are unable to save or revisit your form. If you run out of time or lose your connection, you will need to start from the beginning again.

Mandatory fields are denoted by (*)

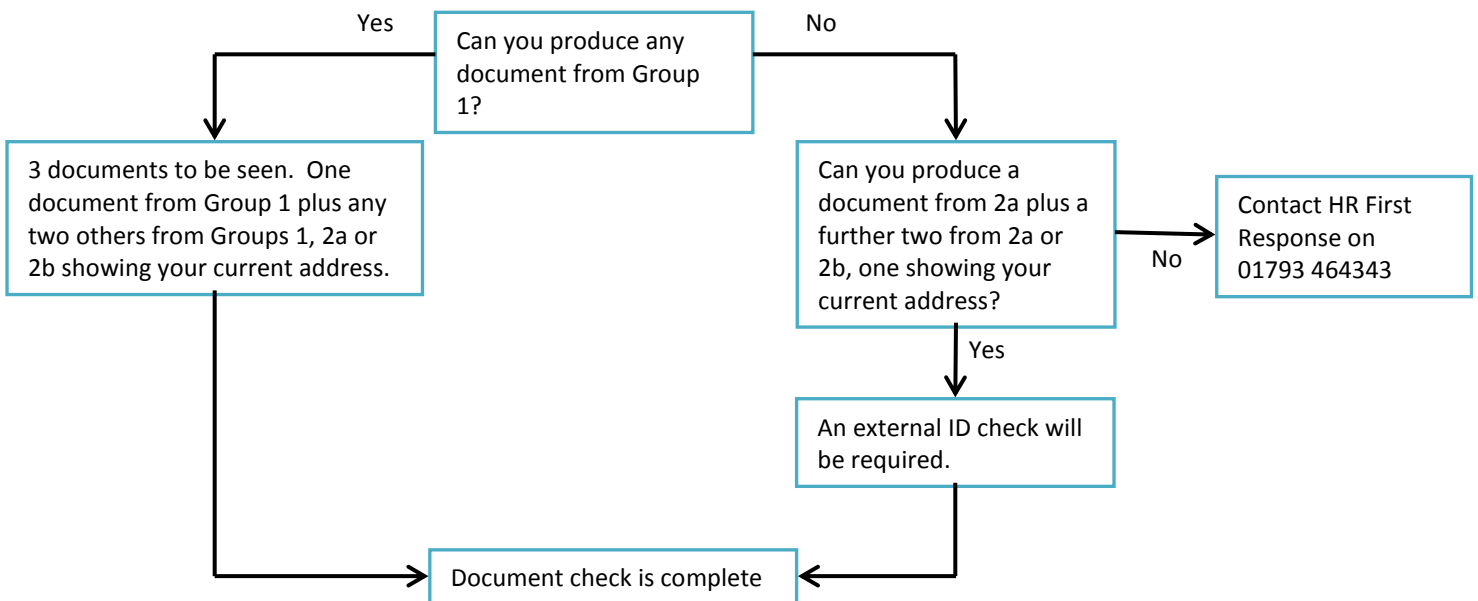
Mistakes on the application form will cause delays in processing. If you make a mistake you can edit the form at the end of your application process before you confirm submission.

In order to successfully complete your online application you will need the following information:

- Full 5 year address history
- A list of all previous surnames (if applicable) including dates of when they were used
- Position applied for is **Community Volunteer with Adults**

Once you have submitted your online application form please contact the Swindon Circles team to arrange a convenient time to visit the office with the required documentation. Contact Paula on 01793 466418 or Alison on 01793 466124, or email swindoncircles@swindon.gov.uk. Please see below examples of acceptable identification.

NB. At least one document must show your current address and at least one document must show your date of birth. If you have a Passport and/or a Driving Licence you must provide these documents.



You can find a comprehensive list of acceptable forms of identification in the following table.

<u>Group 1 – Primary Trusted Identity Credentials</u>
<ul style="list-style-type: none"> • Current valid Passport. • Biometric Residence Permit (UK). • Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; <ul style="list-style-type: none"> ○ Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey). • Birth Certificate (UK and Channel Islands) - issued at the time of birth; <ul style="list-style-type: none"> ○ Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable). • Adoption Certificate (UK and Channel Islands)
<u>Group 2a – Trusted Government/State Issued Documents</u>
<ul style="list-style-type: none"> • Current UK Driving licence (old style paper version). • Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK). • Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable). • Marriage/Civil Partnership Certificate (UK and Channel Islands). • HM Forces ID Card (UK). • Fire Arms Licence (UK and Channel Islands).
<u>Group 2b – Financial/Social History Documents</u>
<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted). • Bank/Building Society Statement (UK, 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). • Financial Statement ** - e.g. pension, endowment, ISA (UK). • P45/P60 Statement **(UK & Channel Islands). • Council Tax Statement (UK & Channel Islands). ** • Work Permit/Visa (UK) (UK Residence Permit – valid up to expiry date). ** • Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application). • Utility Bill (UK)* – Not Mobile Telephone. • Benefit Statement* - e.g. Child Allowance, Pension. • A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and

Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.

- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16-19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

Please note:

If a document in the list of Valid Identity Documents is:

- Denoted with * - it should be less than 3 months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old