

Dear Student

To enable you to undertake a work placement which is a mandatory part of your study programme you are required to complete an Enhanced Disclosure Check, please use the link below to complete the application form online,

[https://form.crbs.info/Account/Login?branch=Chelmsford\\_College\\_Students](https://form.crbs.info/Account/Login?branch=Chelmsford_College_Students)

Code to be entered: STENCP19753

- You will need to provide Reception, Moulsham Street campus, **original** proof of three forms of identification. Please see list below.
- One document must show your **current** address.
- You will be required to provide your **full 5-year** address history, with dates.

If you have any queries, please do not hesitate to contact the Admissions Team on 01245 265611 ext 3402.

### **Valid Identity Documents**

Please bring **3** of the following documents for an Enhanced Disclosure check. Photocopies will not be accepted. *At least one should come from Group 1 and one should show your current address.*

We will also use some of your identity documents to demonstrate your right to work in the UK. Please ensure that the documents you bring meet one of the following requirements:

- A UK or EEA passport
- A UK Birth Certificate and a document from HM Revenue & Customs confirming your National Insurance number (a letter, P45 or P60; your national insurance card is not acceptable)
- Non EEA passport and relevant immigration documents

### **Group 1- Primary Trusted Identity Credentials**

#### **Current Valid Passport**

#### **Current Driving Licence (UK/ Isle of Man/Channel Islands/ EU) (Full or Provisional)**

- Photo card Style only.

#### **Birth Certificate (UK & Channel Islands) (Issued at time of birth)**

- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

#### **Biometric Residence Permit (UK)**

#### **Adoption Certificate (UK)**

### **Group 2a- Trusted Government/State Issued Documents**

#### **Current Driving Licence - Photo Card (All Countries) (Full or Provisional)**

- All licences must be valid in line with current DVLA requirements

#### **Current Driving Licence – Old Style Paper Version (UK/ Isle of Man/ Channel Islands & EU) (Full or Provisional)**

- All licences must be valid in line with current DVLA requirements

**Birth Certificate (UK & Channel Islands) (Issued after the time of birth by the general register office/ relevant authority i.e. registrars)**

**Marriage/ Civil Partnership Certificate (UK)**

**HM Forces ID Card (UK)**

**Firearms Licence (UK, Channel Islands and Isle of Man)**

**Group 2b- Financial/Social History Documents**

**Mortgage Statement (UK or EEA)\*\*** (Non EEA statements will not be accepted)

**Bank/Building Society Statement (UK, Channel Islands or EEA)\*** (Non EEA statements will NOT be accepted)

**Bank/ Building Society Account Opening Confirmation Letter (UK)\***

**Credit Card Statement (UK or EEA)\*** (Non EEA statements will NOT be accepted)

**Financial Statement (UK)\*\*** (e.g. pension or endowment)

**P45 or P60 Statement (UK & Channel Islands)\*\***

**Council Tax Statement (UK & Channel Islands)\*\***

**Work Permit or Visa (UK)** (Valid up to expiry date)

**Valid letter of sponsorship from future employment provider** (Non UK or Non EEA only - valid only for applicants residing outside of UK at time of application)

**Utility Bill (UK)\*** (Mobile telephone bills will not be accepted)

**Benefit Statement\*** (e.g. Child Benefit, Pension)

**Document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)\*** (e.g. from the Department for Work and Pensions, the Employment Service or HMRC)

**Valid EU National ID Card**

**Valid Card carrying the PASS accreditation logo (UK & Channel Islands)**

**Letter from Head Teacher or College Principal (UK)** (16-19 year olds in full time education (only used in exceptional circumstances if all other documents have been exhausted).

This should be on headed paper and show:

- Full Name of Applicant
- Current Address
- Date of Birth
- Dates Attended the School in Question

**Please note:**

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

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

***(If you fail to produce the required document set, you will need to go for fingerprinting. This may add delay into the overall application process.)***