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
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. Photos 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.)