



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 (DBS).

1) 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

2) Payment should be made at enrolment or by contacting reception.

3) You will need to provide 3 pieces of acceptable I.D. (Please see flow chart on next page.) I.D. needs to be taken to reception to be photocopied.

Once all 3 stages of the DBS have been completed we will be able to process your DBS.

If you have any queries, please do not hesitate to contact the Admissions Team on 01245 293170 or by emailing admissions@chelmsford.ac.uk

Many thanks

Admissions

I.D Needed for DBS Application

Please note one form of I.D. must contain current address.

Group 1 I.D:

You will need at least 1 piece of the following I.D:

- Passport (Current)
- UK Birth Certificate (Original - not a re-print)
- UK Driving Licence Provisional or full (Current)
- UK Biometric Residence Permit (Current)
- UK Adoption Certificate

If you **do not have a piece of Group 1 I.D**, you will need to apply for either a Provisional Driving Licence which can be applied for from the age of 15 years and 9 months or a Passport. It is recommended that you do this A.S.A.P as it can take a number of weeks.

If you **have 1 piece of Group 1 I.D**

If you have **1 piece of Group 1 I.D**, you will need to supply 2 pieces of Group 2 I.D.

The most common are listed below:

- UK Birth Certificate (Re-Print) Not accepted with Original.
- Bank/Building Society Statement (Dated within 3 months) *
- Bank/Building Society Opening Letter (Dated within 3 months)*
- 2nd Bank/Building Society Statement from a different provider (Dated within 3 months) *
- P60 (Issued in the last 12 months)*
- Letter from Head Teacher for 16-19 year olds in FT education (Accepted in exceptional circumstances only, must be dated within 3 months and include name, address, D.O.B, dates attended school.)*
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) –must be current.

*Must be received in the post, online copies or copies collected in person not accepted.

If you **have 2 pieces of Group 1 I.D**

If you have **2 pieces of Group 1 I.D**, you will need to supply 1 piece of I.D from Group 2.

The most common are listed below:

- UK Birth Certificate (Re-Print) Not accepted with Original.
- Bank/Building Society Statement (Dated within 3 months) *
- Bank/Building Society Opening Letter (Dated within 3 months)*
- 2nd Bank/Building Society Statement from a different provider (Dated within 3 months)*
- P60 (Issued in the last 12 months)*
- Letter from Head Teacher for 16-19 year olds in FT education (Accepted in exceptional circumstances only, must be dated within 3 months and include name, address, D.O.B, dates attended school.)*
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) –must be current.

*Must be received in the post, online copies or copies collected in person not accepted.

If you have **3 pieces of Group 1 I.D**

If you now have 3 forms of I.D., you can bring them to reception to be photocopied.

If you now have 3 forms of I.D., you can bring them to reception to be photocopied.

If you do not have enough I.D. from Group 2 you will need to request from the list above.

- For a full list of acceptable I.D. please see the Chelmsford College website under courses and DBS.
- Please ensure all I.D. is in the same name and address that you have enrolled with.
- Originals need to be seen – photocopies will not be accepted.
- If the student is not a UK National they may be required to provide a fourth piece of I.D.
- Forms of acceptable I.D. are updated by the Government on a regular basis and are therefore subject to change.

DBS 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.

Group 1 –Primary Identity Documents

- **Current valid Passport**
- **Biometric Residence Permit (UK) (Current)**
- **Current Driving Licence UK, Isle of Man and Channel Islands (Full or Provisional)** –Photo card Style only
- **Birth Certificate (UK, Isle of Man and Channel Islands)** –issued at the time of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- **Adoption Certificate** – UK and Channel Islands

Group 2a –Trusted Government Documents

- **Current Driving licence** – Photocard (All Countries outside UK excluding Isle of Man and Channel Islands, Full or Provisional)
- **Current Driving Licence** - Paper version (Issued before 1998) – UK, Isle of Man and Channel Islands (Full or provisional)
- **Birth Certificate** (UK, Isle of Man and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars)
- **Marriage/Civil Partnership Certificate** (UK and Channel Islands)
- **HM Forces ID Card** (UK)
- **Fire Arms Licence** (UK, Channel Islands and Isle of Man)

Group 2b –Financial and Social History Documents

- **Mortgage Statement** (UK) –issued in last 12 months *
- **Bank/Building Society Statement** (UK and Channel Islands) –issued in last 3 months. (Two can be submitted if from different providers.) *
- **Bank/Building Society Account Opening Confirmation Letter (UK)** –issued in last 3 months *
- **Credit Card Statement** (UK) –issued in last 3 months *
- **Financial Statement** -e.g. pension, endowment, ISA (UK) –issued in last 12 months *
- **P45/P60 Statement** (UK & Channel Islands) –issued in last 12 months *
- **Council Tax Statement** (UK & Channel Islands) –issued in last 12 months *
- **Utility Bill** (UK) NOT mobile telephone –issued in last 3 months. (Two can be submitted if from different providers.) *
- **Benefit Statement** e.g. Child allowance, Pension (UK) –issued in last 3 months *
- **Central or local government, government agency or local council document** giving entitlement e.g. from the Department of Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) –issued in last 3 months *
- **EEA National ID Card** –must still be valid.
- **Cards carrying the PASS accreditation logo** (UK, Isle of Man and Channel Islands) –must be current.
- **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 produced –issued in last 3 months.

This should be on headed paper and show:

- Full Name of Applicant
 - Current Address
 - Date of Birth
 - Dates Attended the School in Question *
- **Irish Passport Card** – Cannot be used with an Irish Passport.

***Document must be received in the post and not printed online or collected in person.**