

- a14 The date of birth in a14 is in DD/MM/YYYY format. The minimum age for a DBS check is 16.
- a17 Make sure the applicant has put their country of birth, not the county.
- a21 UK National Insurance numbers consist of two letters, six numbers and a letter.
- a26 - Make sure the applicant has included their nationality and the country of issue
- a27 of their passport as well as the passport number.

Check the applicant’s identity documents (see full information on pages 5-6 below) against the information on the form to verify that the form has been correctly and clearly completed.

To the best of your ability, check that the documents are genuine and that the photo is a true likeness. Cross the relevant boxes in the box headed ‘Registered body use only’. If you cross to say that you have seen a document, for example passport, the number of that document must be entered on the form.

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input type="checkbox"/>

Page 3 (inside right)

- b36 Make sure the applicant has included the Country. UK, Great Britain or any of the individual home countries is acceptable.
- b37 Check that the date is in MM/YYYY format, includes the month as well as the year, and is at least 5 years ago. If the applicant can’t remember the month when they started living at that address, ask them to put their best guess. If the period at the current address is less than 5 years, make sure they have provided a full, continuous, 5-year address history in section c, or on a DBS Continuation Sheet if necessary - download from www.gov.uk/dbs

Addresses can overlap (eg. parents’ home and student address, or permanent home and temporary accommodation), but there must not be any gaps. ‘To’ dates must not be in the future – if still current, put the month and date when the applicant is signing the form.

Cross the ‘registered body use only’ box to confirm that you have checked an identity document showing the applicant’s current address.

35 UK postcode	AA72 IFT	36 country	UK																	
37 at address since	072010																			
c other addresses		<p>You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.gov.uk/dbs If not applicable, go to section e.</p>																		
															registered body use only					
															current address verified?		<input checked="" type="checkbox"/>			

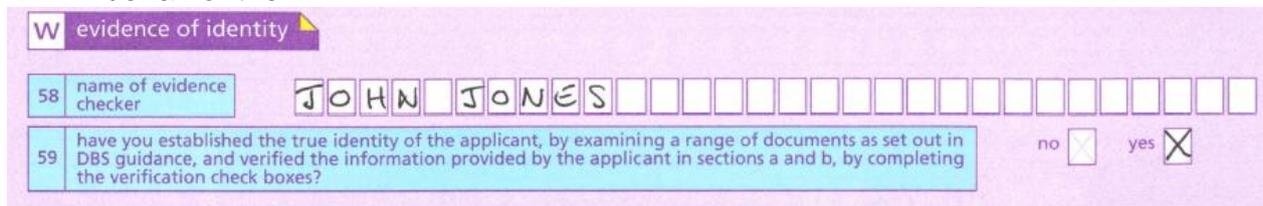
- e55 The applicant only needs to cross Yes in e55 if they have any convictions or cautions that would not be filtered under current Filtering Rules - listed at <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- e56 Make sure the applicant has signed and dated the Declaration. Forms must be counter-signed by the RYA within 90 days of the applicant's signature. Don't delay submitting a form because you're waiting for others, send them in batches.

Page 4 (back page)

Please complete Sections w and x but **NOT Section y** which is for the RYA to sign.

w58 Your name

w59 Confirmation that you have checked the applicant's identity documents on behalf of the RYA

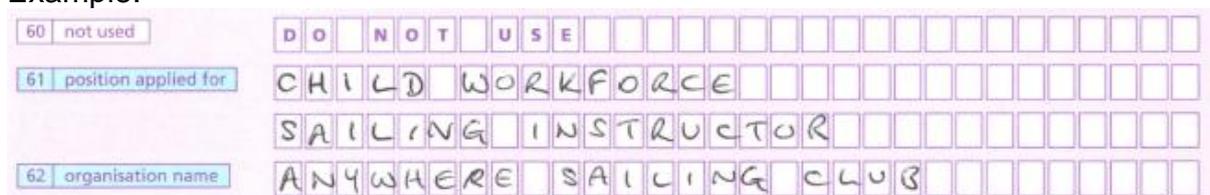


- x61 In **line 1** put one of the following:
 - 'Child Workforce' – the applicant regularly teaches, trains, supervises or cares for children, but not vulnerable adults.
 - 'Adult Workforce' – the applicant regularly teaches, trains, supervises or cares for vulnerable adults, but not children.
 - 'Child and Adult Workforce' – the person regularly teaches, trains, supervises or cares for both children and vulnerable adults.

x61 In line 2 put the applicant's job title, eg. Sailing Instructor. The title must fit into the 30 boxes provided, nothing else will be printed on the DBS certificate. Use a title which will make the role clear both to the RYA and to someone in the DBS office who knows nothing about sailing or boating. For example, don't use 'Beachmaster', put 'Supervising children'. Do not just put 'Volunteer', that doesn't explain how the applicant comes into contact with children. If you can't provide a fuller job title, at least say 'Supervising children'. The fact that they're a volunteer is covered in x68.

x62 The name of your organisation – again only the first 30 characters in the boxes will be printed on the DBS certificate.

Example:



x63 – x68 Please read the following very carefully before crossing any boxes

x63 This will always be ‘Enhanced’ for work with children or vulnerable adults. You are only legally entitled to request a check if the applicant will be regularly teaching, training, instructing, supervising or caring for children and/or vulnerable adults.

x64 This question means ‘Will the applicant’s role involve Regulated Activity with children?’. You can only legally put ‘Yes’ to request a check of the Children’s Barred List if the applicant:

- Teaches, trains, instructs, supervises or cares for children, **and**
- Undertakes these activities ‘frequently or intensively’ - at least once a week, or four times in a month, or overnight, **and**
- Is not working under the direct supervision of another person who has been checked.

If they do the role less frequently, or are supervised, you must cross ‘No’ here, but you can still request an Enhanced Disclosure in x63.

x65 This question means ‘Will the applicant’s role involve Regulated Activity with adults?’. You can only legally put ‘Yes’ to request a check of the Adults’ Barred List if the applicant:

- Provides personal care to vulnerable adults, even if they only do so occasionally.

If they do not provide personal care, you must cross ‘No’ here, but you can still request an Enhanced Disclosure in x63 if they regularly teach, train or supervise vulnerable adults.

x66 Will almost certainly be ‘No’.

Example (the answers may be different for your applicants):

63	level of DBS check	Please cross one box only	standard	<input type="checkbox"/>	If crossed go to x67	enhanced	<input checked="" type="checkbox"/>	If crossed go to x64	
64	are you entitled to know whether the applicant is barred from working with children?					no	<input type="checkbox"/>	yes	<input checked="" type="checkbox"/>
65	are you entitled to know whether the applicant is barred from working with adults?					no	<input checked="" type="checkbox"/>	yes	<input type="checkbox"/>
66	does this position involve working with children or adults at the applicant’s home address?					no	<input checked="" type="checkbox"/>	yes	<input type="checkbox"/>

x67 Cross to state whether the person is:

- A new post holder – taking on this role in your organisation for the first time
- An existing post holder - is already in the role but has not yet had a DBS check for your organisation
- An existing post holder who had a CRB/DBS check for your organisation some time ago and is being re-checked.

x68 Cross ‘Yes’ if the applicant is a volunteer.
If they are paid, cross ‘No’ and either enclose a cheque for £44 payable to the RYA (the DBS invoices us for all paid applications submitted that month), or if your organisation has a credit account with the RYA please enclose a note with the forms requesting an invoice.

Do not complete or sign section Y, this is for the RYA to complete.

DBS application forms – checking identity documents

In crossing box w59 on the DBS application form as YES you are confirming that you have followed the correct procedure.

The full list of Group 1 and Group 2 documents that can be used as evidence of identity is on the next page. No other document can be accepted as evidence of identity for this purpose.

Applicants aged 16-19 in full-time education may, in exceptional circumstances if other documents cannot be provided, use a letter confirming their identity from their current Head Teacher or College Principal as a Group 2b document.

There are three possible routes to follow to check an applicant's identity.

Route 1 – the applicant must try to follow this route first

The applicant must produce three documents, one document from Group 1 and two further documents from either Group 1, Group 2a or Group 2b, one of which must show their current address.

If the applicant cannot produce a Group 1 document you should follow Route 2.

Route 2

The applicant must produce one document from Group 2a and two further documents from either Group 2a or Group 2b, one of which must show their current address

and an external ID validation service must be used (with the applicant's consent). If you need to use this route, contact the RYA on 023 8060 4104 or disclosure@rya.org.uk

Route 3

This route should only be used if the applicant is unable to produce a Group 1 document and the external ID validation service has been unable to conduct a check.

The applicant must produce a certified copy of a UK or Channel Islands birth certificate

and one document from Group 2a **and** three further documents from Group 2a or Group 2b. One of the documents must show their current address.

Fingerprinting

If an applicant has tried and failed to satisfy the requirements of Routes 1, 2 or 3, cross box W59 on the application form 'No'. The applicant will then be asked to give consent to have their fingerprints taken. This will require attendance at a Police Station at an appointed time, and may delay the overall application process.

Valid Identity Documents

Three documents must be produced in the name of the Applicant; **one from Group 1** and **two further documents from either Group 1 or Group 2a or Group 2b, one of which must show their current address.**

Group 1 – Primary identity documents
Any current and valid Passport
Biometric Residence Permit - UK
Current Driving Licence photocard (full or provisional) – UK, Isle of Man, Channel Islands, EU.
Birth Certificate issued within 12 months of birth – UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
Group 2(a) – Trusted government documents
Current Driving Licence photocard (full or provisional) – all countries outside the EU (excluding Isle of Man and Channel Islands)
Current Driving Licence - paper version (if issued before 1998) (full or provisional) – UK, Isle of Man, Channel Islands, EU.
Birth Certificate issued after time of birth – UK, Isle of Man, Channel Islands.
Marriage/Civil Partnership Certificate – UK, Channel Islands
HM Forces ID Card - UK
Firearms Licence – UK, Channel Islands, Isle of Man
Group 2(b) – Financial and social history documents
Mortgage Statement – UK or EEA **
Bank or Building Society Statement – UK, Channel Islands, EEA *
Bank or building society account opening confirmation letter – UK *
Credit Card Statement – UK or EEA *
Financial Statement eg. pension or endowment – UK **
P45/P60 Statement - UK, Channel Islands **
Council Tax Statement – UK, Channel Islands **
Work Permit or Visa – UK – valid up to expiry date
Letter of sponsorship from future employment provider – non-UK or non-EEA only – valid only for applicants residing outside the UK at time of application. Must still be valid.
Utility Bill (not mobile phone bill) - UK *
Benefit Statement eg. Child Benefit, Pension *
Central or local government, government Agency or local council document giving entitlement, eg. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs – UK, Channel Islands *
EU National ID Card – must be valid.
Cards carrying the PASS accreditation logo – UK, Isle of Man, Channel Islands – must be valid.
If aged 16-19 and in full-time education, letter from current Head Teacher or College Principal if other document cannot be provided.

* must be less than 3 months old

** must be issued within the last 12 months