



dbs@involvekent.org.uk

DBS Check Information Sheet

Updated: 17/02/2025

Thank you for choosing Involve Kent as the umbrella body for your DBS check.

Once you have completed the form, please contact us to arrange a short face-to-face meeting where we will check and record your ID, take payment from you (if you do not have an account with Involve Kent) and inform you of the next steps.

Charges

Involve Kent charges an administration fee for each check we co-ordinate, which applies to both paid and volunteer staff. Current DBS charges are:

- Volunteers (Standard and Enhanced checks) - £24.00 (free for DBS, Involve admin fee £20 + VAT)
- Paid staff Standard check - £45.50 (DBS £21.50, Involve fee £20 + VAT)
- Paid staff Enhanced check - £73.50 (DBS £49.50, Involve fee £20 + VAT)

Payment is accepted by card or cheque at the time of the ID check or by invoice via bank transfer. Cheques should be made out to **Involve Kent**.

Full payment is required prior to the application being submitted to the DBS.

Privacy Policy

Before you can have a DBS check performed by us, you will need to read and understand the Disclosure and Barring Service's privacy policy. This can be found via this link: <https://www.gov.uk/government/publications/dbs-privacy-policies>

What to Bring With You

- Adequate forms of ID (please refer to list below)
- Original documents - no photocopies are accepted
- Relevant payment if paying on the day

Please contact us if you are unable to produce sufficient documents from the attached list.

List of Valid Identity Documents (Originals Only)

You must produce at least one document from Group 1 and a further two documents from either Group 1, 2A or 2B - one of which will need to verify your current address.

Please also bring a document showing your national insurance number (eg NI card, payslip, P60 etc)

Group 1 - Primary Identity Documents

- Current and valid passport
- Biometric residence permit (UK)
- Current and valid driving licence photocard - full or provisional (UK, Isle of Man and Channel Islands)
- Birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example Embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

Group 2A - Trusted Government Documents

- Current and valid driving licence photocard - full or provisional - all countries outside the UK (excluding Isle of Man and Channel Islands)
- Current driving licence - full or provisional (paper version if issued before March 2000) (UK, Isle of Man and Channel Islands)
- Birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Isle of Man and Channel Islands)

Group 2B - Financial/Social History Documents

- Mortgage statement (UK) **
- Bank or building society statement (UK and Channel Islands) *
- Bank or building society account opening confirmation letter (UK) *
- Credit card statement (UK) *
- Financial statement eg pension or endowment (UK) **
- P45 or P60 statement (UK and Channel Islands) **
- Council tax statement (UK and Channel Islands) **
- Letter of sponsorship from future employment provider (non-UK only - valid only for applicants residing outside of the UK at the time of application) ***
- Utility bill - not mobile telephone bill (UK) *
- Benefit statement - eg child benefit or pension (UK) *
- A document from central or local government, government agency, or local council document giving entitlement - eg from the Department for Works and Pensions, the Employment Service, HMRC (UK and Channel Islands) *
- EEA National ID card ***
- Irish passport card - cannot be used with an Irish passport ***
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) ***
- Letter from head teacher or college principal - for 16-19 years old in full time education and only used in exceptional circumstances if other documents cannot be provided (UK)

* **Indicates the document must have been issued in the last 3 months**

** **Indicates the document must have been issued in the last 12 months**

*** **Must still be valid**