Thank you for using Community First's DBS Service.

This service is only available to organisations who are members of Community First, you can find out more and join our membership at https://www.cfirst.org.uk/join-us/

We carry out the checks via a 3rd party and whilst we process them as quickly as we can, it is not possible to guarantee how long they will take. The 3rd Party we use is Ucheck who offer a pay as you go checking service and for some organisations whose staff and volunteers can not visit our offices on the times/days below, it may be quicker and cheaper for your organisation to do them directly.

Please note that individuals can apply for a basic check online for £23, details can be found at https://www.gov.uk/request-copy-criminal-record

Signing up to our DBS checking service

In order to complete a check on behalf of your organisation we need to set up a sub account on the system, the cost for this is £15 per organisation. If you would like us to set up an account please email your request to DBS@cfirst.org.uk, including the name of the lead person on the account, and full name and address of your organisation.

Once set up the price of each check is:

- Enhanced Check for paid staff- £55
- Standard Check for paid staff - £38
- Enhanced Check volunteer - £15
- Standard Check for a volunteer - £15

Requesting a DBS Check

To request a DBS check please email DBS@Cfirst.org.uk , ensuring that your staff member/ volunteer is expecting a communication from us and include the staff/volunteer's:

- Name
- Email Address
- If the check is for paid staff or a volunteer
- The role/job details showing why the DBS is required. If you are unsure please check via the online toolkit on the Government website at https://www.gov.uk/find-out-dbs-check
- The level of check required, again if you are unsure please use the toolkit in the link above
- Whether the check is for an adult workforce, child workforce or both
- Will the individual be working with vulnerable adults or children in the staff/volunteer's home

***Please note** without all of the information above we will not begin the DBS processing*
Once we have these details we will respond within 2 working days, and the individual requiring the check will be sent a link from Ucheck so they may complete their part of the online form. With the online part completed by the applicant they will then need to book an appointment to attend one of our offices with their I.D. for us to complete the checking process.

Booking an I.D check appointment

Appointments **must** be booked in advance (with at least 48 hours notice) for an I.D check, bookings can be made at the following locations and times.

**Please note this is strictly by appointment only- we have a hybrid working model meaning many of our staff also work from home, so if anyone turns up without an appointment they are unlikely to find the DBS I.D. checker on site.*

Monday 9.30-12.30 - First Floor Offices, 71 Christchurch Road Ringwood BH24 1DH. To book an appointment email Debbie.Grace@cfirst.org.uk or call 07436 143006

Tuesday 9.30-12-30 - Leigh Park Community Centre, Dunsbury Way, Havant PO9 5BG 9.30-3pm email Lin Dudman lin.dudman@cfirst.org.uk or call 07788 310 695

Wednesday 9.30-12.30 Carroll Centre Somers Close, Winchester SO22 4EJ. To book an appointment email vanessa.kitt@cfirst.org.uk or call 01962 890066

Thursday 9.30-12.30- 163 West Street, Fareham PO16 0EF. To book an appointment email alison.mcnulty@cfirst.org.uk or call 01329 231899

Friday 9.30-12.30 The Clanfield Centre, Endal Way, Waterlooville PO8 0YF. To book an appointment email gary.davis@cfirst.org.uk or call 07877 768307

I.D requirements

Please note we cannot complete the check without all of the correct I.D
We must see:

- At least 3 forms of ID
- One must be from the Group 1: Primary Document list (below)
- One must show full current address, this must be a utility bill (not a mobile phone bill) that is dated within 3 months, or a Council Tax bill that is dated within 12 months

Group 1: Primary identity documents

Document	Notes

Passport	Any current valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid.
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

Document	**Notes**
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group **2b: Financial and social history documents**

Document	**Notes**	**Issue date and validity**
Mortgage statement	UK or EEA	Issued in last 12 months

Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in the last 3 months
Financial statement, for example pension or endowment	UK or EEA	Issued in the last 3 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 month
Benefit statement, for example Child Benefit, Pension	UK	Issued in the last 3 months

Once the DBS check has been processed an invoice will be sent to the lead person in your organisation. Please note if you have previously requested DBS checks and have outstanding unpaid invoice(s) this may delay your next check.

Please confirm below that you have read and agree to the terms set out in this document.

Organisation Name:.....

Name of the lead person:.....

Contact details (Tel and email)…….