

## Thank you for using Community First's DBS Service.

### 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** - Suites 3 & 4 Mead Court, Winsor Road, Cadnam SO40 2HR. To book an appointment email [Debbie.Grace@cfirst.org.uk](mailto:Debbie.Grace@cfirst.org.uk) or call 07436 143006

**Wednesday 9.30-12-30** - Leigh Park Community Centre, Dunsbury Way, Havant PO9 5BG 9.30-3pm email [beverley.palmer@cfirst.org.uk](mailto:beverley.palmer@cfirst.org.uk) or call \_07896 847456

**Thursday 9.30-12.30** Carroll Centre Somers Close, Winchester SO22 4EJ. To book an appointment email [vanessa.kitt@cfirst.org.uk](mailto: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](mailto: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](mailto: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
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#### Group 1: Primary identity documents

Document	Notes
Passport	Any current valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or	UK, Isle of Man, Channel Islands and EEA.

provisional)	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.