

# Disclosure and Barring Service Cover Sheet

## Online DBS Application

### BRC Club



**Name:** ..... **BRC/BHS Membership Number:** .....

Please tick as appropriate

I would like to complete my DBS Application Form online, please email me a login & password to my email account.

I have enclosed my Identification Documents as listed overleaf.

I have enclosed the correct payment      £54 for paid staff      £59 (includes Next day Delivery for Returned Documents)  
    £10 for volunteer      £15 (includes Next day Delivery for Returned Documents)

Credit Card Number ..... Expiry Date..... Security Code .....

Name on Card ..... All Cheques made payable to 'British Horse Society'.

Address: .....

..... Postcode .....

Email address ..... Telephone Number.....

Position applied for:.....

Register of Instructors      or On behalf of (BRC Club) .....

**Definition of regulated activity when working with children:** An activity which involves teaching, training or instructing children **AND** happens frequently (once a week or more) **OR** Intensively (4 or more occasions in a 30 day period) **OR** overnight.

I have read the above definition on what constitutes 'Regulated Activity' and I can confirm that

I expect to work in a 'Regulated Activity' with under 18s      I never work with under 18s

I am sometimes unsupervised with Under 18s      I am always supervised when with Under 18s

I am employed as:      New Post holder      Existing post holder      Existing post holder requesting a recheck

I, the undersigned, agree to abide by the guidelines and recommendations as set down by The British Horse Society and the Disclosure and Barring Service. I understand that the information supplied on the application form will be used and dealt with in the strictest of confidence and used only for the purpose of Disclosure and Barring Service disclosure.

I give my consent for the details of my disclosure to be shared with other BEF member bodies, should they register an interest with the BHS. I agree that the information on my disclosure can be shared with organisations that I work or volunteer for within the equine industry. I have listed these organisation(s) in the section below. I understand the definition of regulated activity and have included the correct details regarding my job role.

**Working or volunteering in the Equine industry:** Please list below other organisations that you work or volunteer for who have requested that you complete a DBS check.

Signature: ..... Date: .....

ID Checker name: ..... Contact Number: .....

Identity documents seen: .....

Please refer to the Document Checklist on the reverse of this form. Please attach a photocopy of the ID documents you have checked or include ID proforma

ID Checker signature: ..... Date: .....

To be completed by BHS:  
 ROI App Form received.....Login/Password sent ..... Submitted to DBS ..... DBS Certificate Received ..... Access Updated .....

Please return this form , payment and your identity Documents (if required) as listed overleaf to:  
**DBS Team**, The British Horse Society, Abbey Park, Stareton, Kenilworth, Warwickshire. CV8 2XZ

# Identification Requirements for DBS check

You will need to submit a minimum of 3 documents from the lists and routes below

Route 1	Route 2
<p><b>3 documents must be seen</b></p> <p>One document from Group 1 Two documents from Group 1, Group 2a or 2b.</p> <p>One of which must confirm your current address.</p>	<p><b>3 documents must be seen</b></p> <p>One document from Group 2a Two documents from Group 2a or 2b. <b>AND</b> complete an external validation check £6 extra fee</p>

## Group 1 Documents – Primary Trusted Credentials

<p><b>Birth Certificate</b> (UK &amp; Channel Islands) - issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces</p>	<p><b>Biometric Residence Permit</b> (UK)</p>
<p><b>Current Driving Licence</b> (Full or provisional photo card only) Isle of Man /Channel Islands;  A photo card is only valid if the individual presents it with the associated counterpart licence, except Jersey</p>	<p><b>Adoption Certificate</b> UK and Channel Islands</p> <p><b>Current valid Passport</b> UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)</p>

## Group 2a – Trusted Government/State Issued Documents

<p><b>Current valid Passport</b> (UK, EEA or Non-EEA)</p>	<p><b>Current Driving licence</b> (Photo card on its own if you have been issued with counterpart)</p>
<p><b>Birth Certificate</b> (UK &amp; Channel Islands) - issued within 12 months of date of birth</p>	<p><b>Certified copy of Birth Certificate</b> (UK and Channel Islands) – issued after 12 months of date of birth</p>
<p><b>Biometric Residence Permit (UK)</b></p>	<p><b>Marriage/Civil Partnership Certificate (UK)</b></p>
<p><b>Adoption Certificate (UK)</b></p>	<p><b>HM Forces ID Card (UK)</b></p>
<p><b>Fire Arms Licence (UK)</b></p>	<p><b>Current Driving Licence—paper version</b> UK, Isle of Man, Channel Islands and EU</p>

## Group 2b – Financial/Social History Documents

<p><b>Utility Bill (UK)* – Not Mobile Tele Date</b></p>	<p><b>Mortgage Statement (UK)** Date</b></p>
<p><b>Credit Card Statement (UK)* Date</b></p>	<p><b>Bank/Building Soc State (UK)* Date</b></p>
<p><b>Financial Statement ** - e.g. pension, endowment, ISA (UK)</b> Date</p>	<p><b>P45/P60 Statement ** (UK &amp; Channel Islands)</b></p>
<p><b>Council Tax Statement (UK &amp; Channel Islands) ** Date</b></p>	<p><b>A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK &amp; Channel Islands)*</b>  e.g. from the Department for Work and Pensions, the Employment Service , Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</p>
<p><b>Benefit Statement* - e.g. Child Allowance, Pension</b></p>	
<p><b>Cards carrying the PASS accreditation logo (UK)</b></p>	
<p><b>Work Permit/Visa (UK) (UK Residence Permit) **</b></p>	
<p><b>EU National ID Card</b></p>	

**Please note:**

If a document in the List of Valid Identity Documents is:  
denoted with \* - it should be less than three months old,  
denoted with \*\* - it should be issued within the past 12 months,  
not denoted – it can be more than 12 months old.

**Non-EEA nationals or EEA nationals who have lived in the UK for less than 5 years must complete check via group 1 only.**

**Route 3**

This route is a final resort; please contact the BHS DBS Team on 02476 840481 if you cannot satisfy Route 1 or Route 2.

**If you fail the external validation check or cannot produce documents for either route, they will need to go for fingerprinting. This may add delay into the overall application process.**