

## **Gillingham Community Church Completing the DBS check application**

The law requires us to carry out formal checks through the Disclosure Barring and Vetting Scheme (DBS) for all individuals working with vulnerable groups.

Unless you have paid for a personal transferrable DBS certificate with another organisation within the last three years, each organisation has to apply for a separate DBS check on your behalf. The recommended frequency of these checks is three years, which is a policy adopted by GCC.

There are three steps to follow:

1. Complete a copy of the **self-declaration form** and hand it in at the church office or give it to the GCC Applicant Manager – Debbie Sparkes — as soon as possible.

Blank copies of the form can be obtained from the notices table, from the church office or downloaded from the GCC website.

2. Complete the **DBS application** online at <https://disclosure.capitarvs.co.uk/ccpas/> and click on the **orange** (Apply Online) box. You will need the following information to log in:
  - a. The organisation reference is **1012**
  - b. The password is **GILLINGHAM1012** (case sensitive)

The position applied for (to be entered on the form) is **Church Children's Worker, Church Pastoral Worker** or **Church Visitor**, as appropriate. If you have a role which does not fit one of these or you just work with vulnerable adults, please contact the GCC Applicant Manager for a suitable alternative.

For assistance in completing the online application form please follow the information on the DBS website or given in the attached Applicant's Guide, which can be found on the GCC website.

3. Once you have completed the DBS application online, arrange to show your original identification documents (not copies) to the GCC Applicant Manager, who will confirm the details on the management side of the DBS Application. If you have the correct documents, this will probably only take about 10 minutes to complete while you are there.

Documents to bring to the GCC Applicant Manager for checking are one original identification document from Group 1 and a further two documents from Group 1, 2a or 2b (see page 2). Only original documents are acceptable and at least one must verify your current address.

To simplify matters, most people bring along two documents from their driving licence, passport or original birth certificate (or all three to be on the safe side) plus a utility bill dated within the last three months, which must have their name and address on it.

You will receive a certificate confirming the completion of the DBS check through the post.

If you have any queries, please let the Applicant manager know.

## Document groups

### Group 1

- Current valid passport
- Current UK driving licence
- Birth certificate issued at the time of birth
- Biometric residence permit

### Group 2a

- Current UK driving licence
- Birth certificate issued at the time of birth
- Marriage certificate (UK and Channel Islands)
- Adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK and Channel Islands)

### Group 2b

- Gas, electricity, telephone or water utility bill <sup>1</sup>
- Council Tax statement <sup>2</sup>
- Mortgage statement <sup>2</sup>
- Bank or building society statement <sup>1</sup>
- Bank or building society account opening confirmation letter
- Credit card statement (UK or EEA) <sup>1</sup>
- Financial statement (eg pension, endowment, ISA) <sup>2</sup>
- P45 or P60 statement <sup>2</sup>
- Valid UK residence permit
- Benefit statement (eg child allowance, pension) <sup>1</sup>
- EU national ID card
- A document from central or local government or a government agency giving entitlement <sup>1</sup>

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<sup>1</sup> Less than 3 months old

<sup>2</sup> Less than 12 months old