

## DBS Process

### *Information for Individual Coaches and/or Club Welfare Officers:*

#### **Do you need a DBS Check?**

Individuals who provide advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being on more than 3 days in a 30 day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children. For example, coaches, those transporting children at the request of the club, those accompanying U18's on tours.

**Step 1:** Please send the following details of yours/or the candidate needing a DBS to [DBS@hockeywales.org.uk](mailto:DBS@hockeywales.org.uk)

- Name
- Date of Birth
- Email Address
- Role

**Step 2:** Following your email, you will receive a Terms and Conditions email from Hockey Wales, that you need to accept and reply to before the process can be continued.

**Step 3:** Upon receipt of your acceptance of the Terms and Conditions, Hockey Wales will set up your application. You will receive an individual password and link to the application form by email that must be completed as well as providing a Hockey Wales member of staff/club contact with your relevant copies of identification. (The list of acceptable identification is detailed on the next page). It is important that the whole application is completed within 90 days of issue as otherwise it will be automatically cancelled.

**Step 4:** Once Hockey Wales have received your application form AND certified copies of identification your DBS will be processed. Once the application has been approved you will be emailed with your certificate number as well as receiving your DBS certificate in the post. You will also be registered with the auto-update service. This registration number will be advised to you.

Please ensure you advise us if the DBS is no longer required at which stage we will cancel the auto update, thus saving us the renewal fee.

*If you have any further questions, please send them to [DBS@hockeywales.org.uk](mailto:DBS@hockeywales.org.uk)*

## DBS Identification

One document from Group 1 plus 2 further documents from either Group 1, or Group 2a or 2b. At least one of the documents must show the applicants current address.

### Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and 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 and will no longer be issued by DVLA
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 last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 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
Benefit statement, for example Child Benefit, Pension	UK	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 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid