

Validation Form

Return this two page form and the DBS application to: **thirtyone:eight DBS Service, PO BOX 133, SWANLEY, Kent, BR8 7UQ**
Remember to keep a copy for your records. You can track the form at [Gov.uk/guidance/track-a-dbs-application](https://gov.uk/guidance/track-a-dbs-application)

Part A Applicant Details.

Applicant Name:

Form Reference:

Membership Number:

Part B Volunteer Status. (you must answer yes/no to the following questions)

Is the applicant:

- | | |
|--|----------|
| 1. In receipt of any payment (expect for travel and other out of pocket expenses)? | YES / NO |
| 2. on a work placement which is a requirement of a qualification? | YES / NO |
| 3. on a course that requires them to do this role? | YES / NO |
| 4. In a trainee position that will lead to a full-time role or qualification? | YES / NO |

If any of the above are YES, the applicant will be a non-volunteer, and an additional DBS fee will apply.

Part C Details of identity documents compared with application form.

ID routes, and acceptable documents can be viewed at <https://thirtyoneeight.org/DBS-ID>

Route 1 / 2 - what documents have you seen and checked against the application form:

Document 1:

Document 2:

Document 3:

Method of verifying documents (tick how the documents listed have been seen)

☐

Option One – Face to Face

☐

Option Two – Video Link (with physical documents)

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Option Three – Video Link (physical documents to be seen before the applicant starts the role)

Route 2 - for applicants who are unable to provide a document from Group 1.

External ID Verification Result Reference :

Route 3

Document 1 : UK Birth Certificate issued after birth.

☐

YES

☐

NO

Document 2 (From Group 2a):

Document 3:

Document 4:

Document 5:

If the applicant cannot provide the required documents, please tick 'No' in section W59 for fingerprinting.

Part D**Eligibility details** – explain how the role is eligible for the level requested.

To determine the level of check that can be requested, you should work the role through our interactive eligibility guide at <https://thirtyoneeight.org/eligibility-guide/>

Is the applicant working in Regulated Activity with children?

YES / NO

Is the applicant working in Regulated Activity with Adults?

YES / NO

Position applied for :

Explain below (referring to our guidance) how the role is eligible for the level of DBS being requested:

Part E**Recruiter Declaration**

I confirm that the documentation and information for the above applicant complies with the DBS Code of Practice, and the applicant is legally eligible for a check. I have personally inspected the identity documents listed above and confirm they match the details on the enclosed application form. The applicant is not related to me, and I understand that a DBS check is the last stage of the safer recruitment procedure which we have completed. I declare that the information I have provided in support of this application is complete and true and understand that to knowingly make a false statement for this purpose may be a criminal offence. I am aware that if there are any errors there is [admin fee](#) per form that need to be returned.

I confirm that our organisation will keep copies of the document seen for a minimum of 2 years and notes if there were any discrepancies discussed ([in line with DBS requirements](#)). These documents should be available to Thirtyone:eight or the Disclosure and Barring Service (DBS) if requested.

Recruiter signature:

Membership no:

Daytime phone no:

Print name:

Date:

Part F**Applicant Declaration**

I have read the Disclosure and Barring Service standard/enhanced check privacy policy for applicants at <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> .I understand and agree to how the DBS will process my personal data and the options available to me for submitting an application.

I confirm that the information, I have provide in support of this application is complete and true and I understand that knowingly making a false statement for this purpose may be a criminal offence.

Applicant signature:

I confirm that I am aware that my application form will be submitted to the DBS via Royal Mail and if there are any errors this will be returned to the Recruiter via 2nd class post. I am aware that the Recruiter has an alternative option of submitting applications securely online.

Print name:

Date: