

# Information for Enhanced DBS Check and Barred List Check

To view and edit this form, you will need to open the document **in the most recent version of Adobe Reader**. Adobe Reader is a free application and, if required, **the latest version** can be downloaded here: <https://get.adobe.com/uk/reader/>

This form can be completed, saved and then emailed to us at [compliance@holtDoctors.co.uk](mailto:compliance@holtDoctors.co.uk). **Please complete all sections.**

The information will be used to complete an online application for an enhanced DBS Check and Barred List Check (child and adult) for you. We will also need to see documents which prove your identity and address – **please see note at the end of this document.**

Title (Mr/Mrs/Ms/Dr/Other)\*:

Forename:

Middle name 1:

Middle name 2:

Middle name 3:

Surname:

If you have a maiden name, please indicate the name & date last used:

Maiden name:

Date last used:

If you have changed your name since birth (including forenames), please indicate your previous name & date last used:

Other Name:

Date:

Other Name:

Date:

Other Name:

Date:

Date of birth:

National Insurance number \*\* (if you have one):

Place of birth (Town and country):

Nationality:

Do you have any criminal convictions/cautions to declare in line with DBS Filtering guidance?

(If yes, please provide details on another sheet)

YES

NO

\* If female and not a surgeon, you must indicate whether you are referred to as Mrs, Miss or Ms

\*\* If you have a National Insurance number you must include it.

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## Addresses

### Most recent first with dates (month is acceptable) for the past 5 years

Please provide a list of previous addresses for the past 5 years. If on extended holiday or just travelling, please put down an address where you could have been contacted by, for example, the Inland Revenue, eg, your parents' address, together with dates from and to for each one. Please also include any addresses where you were temporarily resident for 4 weeks or longer (ie you may have stayed in doctor accommodation / hotel / B&B while engaged in a locum position).

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#### Address 1 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 2 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 3 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 4 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 5 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 6 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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#### Address 7 - House No or Name:

Street: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Date from (mm/yy): \_\_\_\_\_ Date to (mm/yy): \_\_\_\_\_  
Temporary accommodation: Yes No

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## Addresses continued...

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Address 8 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 9 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 10 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 11 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 12 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 13 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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Address 14 - House No or Name:

Street: Town:  
County: Country:  
Postcode: Date from (mm/yy): Date to (mm/yy):  
Temporary accommodation: Yes No

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### DECLARATION BY APPLICANT (REQUIRED)

I confirm that the information I have provided to support my application for an enhanced DBS Check and Barred List Check is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I confirm that the tick in the box to the left is a valid means of establishing the authenticity and integrity of my signature.

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## Supporting documents

You will need to provide us with a range of **original identity documents** as part of the DBS application process.

Please note that we can only accept valid, current and original documentation. We cannot accept:

- photocopies.
- documentation printed from the internet e.g. internet bank statements.

You can either bring these documents with you to your face to face interview (if this has been arranged) or send them to us by special delivery. We will return your documents to you the same day we receive them.

### Route One

3 documents:

- 1 document from Group 1 (and
- 2 further documents from Group 1, 2a or 2b; which must verify your current address.

### Route Two

3 documents from Group 2 comprising of;

- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; which must verify your current address.

## List of Valid Identity Documents

### Group 1 – Primary Trusted Identity Credentials

- **Passport** - Any current and valid passport
- **Biometric residence permit** - UK
- **Current Driving Licence** – Photocard (Must show current Address) – UK, Isle of Man, Channel Islands and EU (full or provisional)
- **Birth Certificate** - issued at time of birth - UK and Channel Islands, including those issued by UK authorities overseas e.g. Embassies, High Commissions and HM Forces. (photocopies not accepted)
- **Adoption Certificate** - UK and Channel Islands

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

- **Current Driving Licence** – **All countries** (Full or provisional)
- **Birth Certificate** – issued after time of birth by the General Register Office/relevant Authority i.e. Registrars - UK and Channel Islands (Photocopies not accepted)
- **Marriage/Civil Partnership Certificate** - UK and Channel Islands
- **HM Forces ID card** - UK
- **Firearms Licence** - UK, Channel Islands and Isle of Man

### Group 2b – Financial and social history documents

#### Issued within 12 months

- **Mortgage Statement** - UK or EEA
- **Financial Statement**, e.g. pension or endowment – UK
- **P45 or P60 Statement** - UK and Channel Islands
- **Council Tax Statement** - UK and Channel Islands

#### Issued within 3 months

- **Bank or Building Society Statement** - UK and Channel Islands or EEA
- **Bank or Building Society Account Opening Confirmation Letter** – UK
- **Credit Card Statement** - UK or EEA
- **Utility Bill** - UK – Not mobile telephone bill
- **Benefit Statement**, e.g. Child Benefit, Pension - UK
- **A document from Central or Local Government, Government Agency, or Local Council giving entitlement**, e.g. from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands

#### Can be more than 12 months old but must still be valid

- **EU National ID Card** - Must still be valid
- **Cards carrying the PASS accreditation logo** - UK 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
- **Work Permit or Visa** – UK (Valid up to Expiry Date)
- **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

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Call with any queries: 0208 099 6943

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[www.holt doctors.co.uk](http://www.holt doctors.co.uk)