



Disclosure and Barring Service (DBS)

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

If you are an applicant that has received an offer of a place to study a programme that requires an Enhanced Disclosure and Barring Service (DBS) Check, please complete the enclosed application form and, if possible, attend one of the sessions detailed overleaf. Please ensure that you have obtained an Enhanced Disclosure prior to enrolment. Failure to complete this process will prevent you from fully enrolling as a student and undertaking any placements.

Do I need to apply for a DBS?

- If you already hold either an Enhanced Child **or** Enhanced Adult workforce DBS, you **will** need to complete a new DBS application to become a student at UWTSD. Once you receive your DBS certificate, Registry will need to see the original.
- If you have an Enhanced Child **and** Adult Workforce DBS certificate, and you have **not** subscribed to the DBS Update Service, you **will** need to complete a new DBS application. Once you receive your DBS certificate, Registry will need to see the original.
- If you have an Enhanced Child **and** Adult Workforce DBS certificate, **and** you have already subscribed to the DBS Update Service, you **do not** need to complete a new DBS application. However, Registry will need to see the original DBS certificate (not a copy or scan).

How do I apply for a DBS certificate?

- You will need to complete the DBS application form sent with this leaflet. Please read the front of the application form carefully to ensure that you complete the form correctly, as an error will create a delay in processing your application.
- Please bring your completed application form and **three valid original identity documents** (listed on page 3 of these guidance notes) to one of the sessions overleaf. If these dates are inconvenient, or if you live too far away from the campuses, then you can post your form and documents to us. We recommend Recorded or Special delivery.
- If you decide to post your documents, then Registry will return all documents to you via Recorded Delivery.
- Please note that during peak times the DBS can take up to 6 weeks to issue a certificate. We **strongly advise** you to make your application as soon as possible to avoid disappointment.

What documents should I send?

- **All original documents must be in your name and current address** – they must match the details given in your application form.
- Please see page 3 of these guidance notes for a list of approved identity documents. **We will only accept the documents shown on the list.** Providing any other document or a document outside of the issue date will result in a delay to your application.

How much will the DBS cost?

- Each Enhanced DBS Disclosure will cost £44 per application.
- Payment can be made online at <http://store.trinitysaintdavid.ac.uk/>. It is important that you enter your UCAS Personal ID number. Alternatively, if you are unable to make an online payment, please enclose a cheque made payable to **UWTSD** with your application. Please note that we will not be able to process your DBS application until your payment has been received.
- **We strongly advise** that you register with the DBS Update Service, which costs £13 per year – please see below.

What is the DBS Update Service?

- The DBS Update Service is an online account which allows you to keep your DBS Certificate up-to-date so that you are able to take it with you from employment to employment, within the same workforce where the same type and level of check is required.
- You can register with the DBS Update Service online: www.gov.uk/dbs-update-service
Please find further information on the DBS Update Service in the enclosed leaflet, or on the DBS website.

Common mistakes to avoid on the DBS application form:

- Please provide all of your given names, including any middle names e.g. Rebecca Katie or James Andrew. If you have been known by previous names please include these in fields Q5 onwards. Even if you have only changed your surname, you will still need to include your forename(s).
- If you have a UK driving licence (including provisional) **please include your driving licence number in full** (it should fill all the boxes on the application form), **including the two numbers at the end.**
- Your address history will need to cover the past 5 years, and **should not include any future dates.** e.g. 04/2014 – 10/2017. If you have more than two previous addresses, please download the continuation sheet available at www.gov.uk/government/publications/dbs-continuation-sheet
- Is there any help available with this process?

If you have any DBS queries, please contact the relevant campus, using the details provided at the end of this document. For help in preparing your DBS application, UWTSD Registry Admissions are running the following sessions on the Carmarthen, Lampeter and Swansea Campuses. **Please attend a session held on the campus where you will be studying.**

Please report to the Main Reception		
Monday sessions	Thursday sessions	
22/08/2016	25/08/2016	2-4pm
N/A	01/09/2016	2-4pm
05/09/2016	08/09/2016	2-4pm
12/09/2016	15/09/2016	2-4pm
19/09/2016	22/09/2016	2-4pm

This checklist may help you gather together the documents required of applicants when making a DBS application. Please bring these documents with you if attending one of the sessions detailed on Page 2.

Option 1 **Passport (valid)** and any two of the following:

- UK Driving licence (including provisional) – photo card (in your current address)
- Birth certificate – issued at time of birth
- Marriage/ Civil partnership certificate
- Mortgage statement (issued in the last 12 months AND in your current address)
- Bank statement (issued in last 3 months AND in your current address)
- Credit card statement (issued in last 3 months AND in your current address)
- P45 or P60 (issued in last 12 months AND in your current address)
- Council tax statement (issued in last 12 months AND in your current address)
- Utility bill – not mobile phone (issued in last 3 months AND in your current address)

Option 2 **UK Driving licence (including provisional) – photo card** and any two of the following:

- Passport (valid)
- Birth certificate – issued at time of birth
- Marriage/ Civil partnership certificate
- Mortgage statement (issued in the last 12 months AND in your current address)
- Bank statement (issued in last 3 months AND in your current address)
- Credit card statement (issued in last 3 months AND in your current address)
- P45 or P60 (issued in last 12 months AND in your current address)
- Council tax statement (issued in last 12 months AND in your current address)
- Utility bill – not mobile phone (issued in last 3 months AND in your current address)

Option 3 **Birth certificate – issued at time of birth** and any two of the following:

- UK Driving licence (including provisional) – photo card (in your current address)
- Passport (valid)
- Marriage/ Civil partnership certificate
- Mortgage statement (issued in the last 12 months AND in your current address)
- Bank statement (issued in last 3 months AND in your current address)
- Credit card statement (issued in last 3 months AND in your current address)
- P45 or P60 (issued in last 12 months AND in your current address)
- Council tax statement (issued in last 12 months AND in your current address)
- Utility bill – not mobile phone (issued in last 3 months AND in your current address)

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