

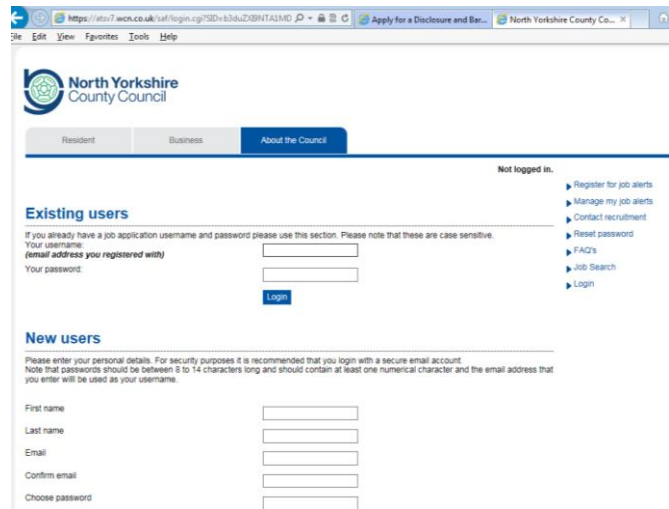
Hambleton District Council

Applicant Guide to completing E-DBS Application Form

North Yorkshire County Council processes DBS checks for Hambleton District Council. The following guidance will assist you with the online submission.

In order to apply for an online DBS check, you must register for an account.

Enter <http://tinyurl.com/o5vdogt> into the address field at the top of your browser. You will see the screen pictured here where you can register as a new user, or open your account if you are already an existing user.

The screenshot shows a web browser window with the URL 'https://ats7.won.co.uk/saf/login.cgi?SD=43&uZIBNTA1MD'. The page is for North Yorkshire County Council and has tabs for 'Resident', 'Business', and 'About the Council'. It is currently 'Not logged in'. There are two main sections: 'Existing users' and 'New users'. The 'Existing users' section asks for a username (email address) and password, with a 'Login' button. The 'New users' section asks for first name, last name, email, confirm email, and choose password. A sidebar on the right contains links for 'Register for job alerts', 'Manage my job alerts', 'Contact recruitment', 'Reset password', 'FAQs', 'Job Search', and 'Login'.

NB

- If this is not your first DBS application made with North Yorkshire County Council, please contact their employment support services department on 01609 532190 to remove your previous application.
- You will need the following documents available before commencing; Passport, Driving Licence and National Insurance Number
- All fields marked with an asterix* at the right hand side of the box are mandatory and must be completed
- The progress tracker at the top right of the screen will prompt you to complete any missing mandatory fields
- Please remember to click 'save and proceed' to move forward to the next section
- Where you see an 'i' icon, this indicates that there is information available which you should read to help you fill in the field correctly

Stage 1 – Completing the form – www.northyorks.gov.uk/db

Personal/Applicant details:

Please complete all mandatory fields, taking care to record surname and forename in the correct fields. Please enter your forename as it appears on identity documents to be submitted for checking, i.e. birth certificate, driving licence, and not a shortened or nickname.

Personal Documents:

If you hold any of the following documents, you must record the appropriate identity numbers on the form: National Insurance Number; Driving Licence Number; Passport Number.

N.B - Your driving licence number contains the first five letters of your surname (or all if it is shorter than five letters), and your first two initials (only one initial if you don't have a middle name). Validation is applied to compare this information with data recorded on other parts of the form, so if you are experiencing a problem with your driving licence number, please check it is not due to one of the following scenarios:

1. If you have changed your name since originally applying for your driving licence, and have not updated your name (e.g. recently married), then for the purposes of verifying your identity, your licence is not valid. In order to submit the application form successfully, you will need to answer 'No' to the question – Do you have a valid driving licence?

2. If you didn't include your middle name when applying for your driving licence, for the purposes of submitting your online DBS application, you must leave the middle name section of the DBS application form blank.

Declaration:

Please complete all questions in this section.

Submit the form:

Once you are happy that you have completed all mandatory fields, you should click 'submit'. If you wish you can save a copy for your records. You will receive an email to confirm receipt using the email address that you have registered with. All correspondence will be sent to this email address so please ensure that you regularly check your email account.

If there are errors within any sections of the forms, this will be indicated to you by an 'x' showing against that section (right hand side of the screen). You will also be shown a list of the errors contained within each of the sections that will need to be corrected in order to submit the application. You will not be able to submit the form if there is missing data or if you have entered data into a field in an incorrect format.

Once you have submitted your online DBS application form you now need to complete stage 2 with the Licensing Team at Hambleton.

Stage 2 – Verification of Evidence

You are required to provide documentary evidence on a face to face basis to prove your identity, and make payment of £59.00 to Hambleton District Council. The attached sheet lists acceptable documentation, and to avoid any delays or inconvenience, please ensure that you adequately prepare to provide the required documentation.

You must also provide an official document with details of your National Insurance number, e.g. P60, payslip, HMRC letter.

Your electronic application will not be processed by NYCC until the Licensing Team have verified your identity after viewing your original documents.

Stage 3 – Processing your DBS and receiving results

Once identity evidence has been confirmed the full application will be submitted to the Disclosure and Barring Service, who will carry out the check.

On completion, DBS will send you a paper DBS certificate to your home postal address. Where your certificate contains information you must provide the certificate to the Licensing Team **within seven days** for consideration. Failure to do so may result in your application being forfeited or in the event of a current employee, may result in disciplinary action. NYCC will notify the Licensing Team of a 'clear' check, so there is no need to provide the certificate in this case.

Help

If you require any help or support when completing the application form, please contact Employment Support Services on 01609 532190 or email employmentsupportservice@northyorks.gov.uk.

Documents for ID checking

Once you have completed the online DBS form at www.northyorks.gov.uk/dbs, you must make an appointment with the Licensing Team at Hambleton District Council (01609 767079/767017) to bring **your identity documents for verification and pay the fee of £59.00**. All documents must be original and appear in the list below.

You must provide a minimum of 1 document from Group 1 and a further 2 documents from Group 1, 2a or 2b; one of which must verify current address. You must also bring a 4th document to verify your National Insurance Number

Group 1 documents	Group 2a documents
Current valid passport	Current driving licence (paper version)
Biometric residence permit (UK)	Current driving licence – photo card (valid for all countries in line with Current DVLA requirements)
Current driving licence (photo card only valid if presented with counterpart licence)	UK Birth certificate (issued after time of birth) (UK/Channel Islands)
Birth certificate (issued at time of birth) (UK/Channel Islands)	Marriage/civil partnership certificate (UK/Channel Islands)
Adoption certificate (UK)	HM Forces ID card (UK)
	Fire Arms Licence (UK, Channel Islands and Isle of Man)

Group 2b documents	
Mortgage statement** (UK or EEA)	Council Tax statement** (UK and Channel Islands)
Bank/Building Society statement* (UK, Channel Islands or EEA)	Letter of sponsorship from future employer (Non UK/non EEA -only for applicants residing outside UK at time of application)
Bank/Building Society account opening confirmation letter* (UK)	Utility bill* (not mobile phone)
Credit Card statement* (UK or EEA)	Benefit statement, e.g. child allowance, pension* (UK)
Financial statement (e.g. pension, endowment, (UK or EEA)	Mortgage statement** (UK or EEA)
P45/P60** (UK and Channel Islands)	EU National ID card (must still be valid)
Work permit/visa** (valid up to expiry date)	Cards carrying the PASS accreditation logo (UK, Channel Islands)
Bank/Building Society statement* (UK, Channel Islands or EEA)	Letter from Head Teacher of College Principal (16-19 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted)
Document from Government giving entitlement, e.g. Department for Work and Pensions, Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security, HMRC* (UK and Channel Islands)	

* must be less than three months old

** must be issued within the past 12 months