

### **DBS Application Process**

1. Book an appointment with the Licensing team by telephoning 01473 432063 to complete a DBS application, allow 20 minutes for the appointment and be aware that your photograph will also be taken;
2. If you are applying to Ipswich Borough Council for the first time for a licence, and are registered with the DBS Update Service for a check under the 'Other' or 'Child and Adult' workforce, you will still need to book an appointment and will need to bring your last DBS certificate with you. You will not pay for a DBS check to be carried out;
3. Below is a list of documents that you will need to bring to your appointment for a DBS check, this list is not exhaustive and if you do not have sufficient documents, please telephone the Licensing Team for advice;
  - ✓ A current passport;
  - ✓ Biometric residents permit (if applicable);
  - ✓ Proof of your right to work in the UK (if applicable);
  - ✓ Your photocard driving licence;
  - ✓ Proof of your National Insurance number on a document (P60, letter from the tax office) but not a National Insurance card;
  - ✓ Proof of address x 2 (a gas/electric/water/telephone/sky/virgin bill, bank statement/credit card/store card statement) less than 3 months old or a Council Tax statement or mortgage statement for the current year, rent agreement;
  - ✓ Deed poll or marriage certificate showing change of name (if appropriate)
4. At your appointment, you will need to complete a form and copies of your documents will be made;
5. You will be asked to pay the fee for the DBS and for the first assessment test fee;
6. Your application form will then be sent to the DBS and the DBS certificate will be returned to you, the applicant. The Council will not receive a copy;
7. Your DBS certificate should be brought to Grafton House along with your other documents when you have completed the whole application process and a copy of it will be made. The original will be given back to you;
8. It is **mandatory** for all DBS applicants to sign up for the DBS Update Service within 30 days of the receipt of the original certificate.