

DBS Application Process

1. When you have applied online and paid the fee, you will be sent an email from DBSchecks@Suffolk.gov.uk, please check your junk email. This email will contain a link to a DBS form that you must complete;
2. Once you have completed the form, you must email your ID documents to licensing@ipswich.gov.uk in order for us to complete the form;
3. 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 email us a copy of your last DBS certificate and may not need to have another DBS carried out;
4. Below is a list of documents that you will need to email in connection with your 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)
5. Your DBS certificate will be sent directly to you and a copy should be emailed to licensing@ipswich.gov.uk.
6. 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.