**Balham SDA DBS Form – Please complete following details**

Boxes/areas marked with **\*** must be completed in **BLOCK CAPITALS** and are mandatory.

|  |  |
| --- | --- |
| **Title** \* (circle one) | Mr Mrs Ms Dr Other: |
| **Gender** \* (delete one) | Male / Female |
| **Current forename** \* (only one) |  |
| Middle name (if any) |  |
| **Current surname** \* |  |
| If you had a **different surname at birth** or have ever had **another Surname or Forename** you must provide details. |
| Surname at **Birth** \* |  | **From birth**  | **To:** |
| Other ***Surname*** used |  | From: | To: |
| Other ***Surname*** used |  | From: | To: |
| Other ***Forename*** used |  | From: | To: |
| Other ***Forename*** used |  | From: | To: |
|  |
| **Position or job title applied for** \* |  |
| **National Insurance Number** \* |  |
| **Date of Birth** \* |  |
| **Born in UK** \* (delete one) | Yes or No |  /Country born:  |
| **Birth place Town / City** \* |  |
| Birth place County / District |  |
| **Nationality** \* |  |
|  |
| **Please enter current address details below** |
| **Current postcode** \* |  |
| **Current address** \* |  |
| (Optional address line) |  |
| **Town / City** \* |  |
| County and Country |  |
| Telephone numbers | Home | Work | Preferred |
| Preferred time to call | *(e.g. 7.30 pm)*  |  | *Email address* |  |
| **You have lived at the above address since** \*: | **Month:** | **Year:** |
| If this is **less than five years** / Additional address/es: |
| **Postcode** \* |  |
| **Address** \* |  |
| (Optional address line) |  |
| **Town/City** \* |  |
| County and Country |  |
| **You have lived at this address since** \* | **Month:**  | **Year:** |
| Until | **Month:**  | **Year:** |
| Country |  |
| **Postcode** \* |  |
| **Address** \* |  |
| (Optional address line) |  |
| **Town/City** \* |  |
| County and Country |  |
| **You have lived at this address since** \* | **Month:** | **Year:** |
| Until | **Month:** | **Year:** |
| **Any unspent Criminal** **Convictions** | **Please State:-** |

**Please present Safeguarding Team representative with following original documents:**

*One document from group 1 and two more documents from groups 1 or 2a or 2b. One of the documents* ***must verify your current address*** *and documents must be issued in* ***your name.***

**Group 1 – Primary Trusted Identity Credentials**

Current valid Passport

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Country of Issue | Date of Issue | Passport No. | Date of Birth | Expiry date | Full Name |
|  |  |  |  |  |  |

Current Photo card UK Driving Licence (UK/EU/Isle of Man/Channel Island) Full or provisional)

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | Full Licence Number | Date of Birth | Full Name |
|  |  |  |  |

Birth Certificate (UK & Channel Islands) [issued at the time of birth. Full or short form]

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | Cert. No. | Date of Birth | Full Name |
|  |  |  |  |

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

Marriage Certificate (UK & Channel Islands)

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | Cert. No. | Date of Birth | Full Name |
|  |  |  |  |

Current UK Driving Licence (old style paper version)

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | Full Licence Number | Date of Birth | Full Name |
|  |  |  |  |

Certified copy of Birth Certificate (UK & Channel Islands) [issued after the time of birth by Registrars. Photocopies not acceptable]

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | Cert. No. | Date of Birth | Full Name |
|  |  |  |  |

**Group 2b – Financial/Social History Documents**

**Key:** \* - it should be less than three months old \*\* - it should be issued within the past 12 months No star – can be more than 12 months old

|  |  |
| --- | --- |
| Mortgage Statement (UK or EEA) \*\* | Bank/Building Society Statement (UK or EEA) \* |
| Credit Card Statement (UK or EEA) \* | Bank/Building Society Account Opening Confirmation Letter (UK) |
| P45/P60 Statement (UK or Channel Island) \*\* | Financial Statement (e.g. Pension, ISA, endowment - UK) \* |
| Council Tax Statement (UK or Channel Island) \*\* | Work Permit/Visa (UK) (UK Residence Permit) \*\* |
| Utility Bill (UK) \* **Not mobile telephone** | Benefit Statement (Child Allowance, Pension, Working Tax Credit) \* |
| EU National ID Card | Cards carrying the PASS accreditation logo (UK) |
| Letter from Head Teacher or College Principal (16/17 year old in F/T education). Only to be used in exceptional circumstances when no other documents available. |

**The remaining section to be completed by the Balham Safeguarding Team Only**

**FOR BST – Checked by (Please print name)................................................................**

**Signature............................................... Date information Checked** ...........................