

Warwick Volunteers DBS and Overseas Declaration Form

Warwick ID: Name:

Please print off, complete and hand in this form to the Student Services reception desk in Senate House when you are bringing your ID documents for scanning.

You must provide 3 original ID documents – 1 document from Group 1 and 2 further documents from Group 1, 2a or 2b (one of which must confirm your current address). You must also provide proof of any name changes.

All documents must show your full official current name, or include proof of change of name. Please note: We cannot accept photocopies, scans or documents printed from the internet

Group 1: Primary Identity Documents – You must provide at least one document from this group

Current valid passport (All countries)	<input type="checkbox"/>
Biometric residence permit (UK)	<input type="checkbox"/>
Current photocard driving licence (UK/Isle of Man/Channel Islands) (Full or Provisional)	<input type="checkbox"/>
Birth certificate issued within 12 months of your birth (UK/Isle of Man/Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)	<input type="checkbox"/>
Adoption certificate (UK and Channel Islands)	<input type="checkbox"/>

Group 2a – Trusted government documents

Current driving licence photocard (All countries outside the UK(excluding Isle of Man/Channel Islands)	<input type="checkbox"/>
Current driving licence paper version (Full or Provisional) (if issued before 1998) (UK/Isle of Man/Channel Islands)	<input type="checkbox"/>
Birth certificate issued after time of birth (UK/Isle of Man/Channel Islands)	<input type="checkbox"/>
Marriage/civil partnership certificate (UK/Channel Islands)	<input type="checkbox"/>
Immigration document, visa, or work permit (Issued by a country outside the UK)	<input type="checkbox"/>
HM Forces ID card (UK)	<input type="checkbox"/>
Firearms licence (UK/Channel Islands/Isle of Man)	<input type="checkbox"/>

Group 2b – Financial and social history documents

Mortgage statement (UK)**	<input type="checkbox"/>
Bank or building society statement (UK/Channel Islands)*	<input type="checkbox"/>
Bank or building society statement (Countries outside the UK)*	<input type="checkbox"/>
Bank or building society account opening confirmation letter (UK)*	<input type="checkbox"/>
Credit card statement (UK)*	<input type="checkbox"/>
Financial statement, e.g. pension or endowment (UK)**	<input type="checkbox"/>
P45 or P60 statement (UK and Channel Islands)**	<input type="checkbox"/>
Council Tax statement (UK and Channel Islands)**	<input type="checkbox"/>
Utility bill – not mobile (UK)* (Certificate of Status letter is accepted as a utility bill)	<input type="checkbox"/>
Benefit statement, e.g. Child Benefit, Pension (UK)*	<input type="checkbox"/>
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)*	<input type="checkbox"/>
EEA National ID card	<input type="checkbox"/>
Irish Passport Card (Cannot be used with an Irish passport)	<input type="checkbox"/>
Cards carrying the PASS accreditation logo (UK and Channel Islands)	<input type="checkbox"/>

Documents annotated with * must have a date of issue within the past three months.
 Documents annotated with ** must have a date of issue within the past twelve months.
 Documents with no annotation can be any age as long as they are valid (i.e. not expired/ cancelled)

Overseas Declaration

Please note: An overseas check (Certificate of Good Conduct) is required in addition to the UK DBS Check for any countries where you have lived for **6 months or more** in the last 5 years.

1. Have you lived overseas for 6 months or more in the last 5 years? YES NO

If YES, please include the countries and timescales below (please continue on a separate sheet if necessary):

Country	Dates

If you have already obtained a Certificate of Good Conduct, please arrange a time to bring this to the Warwick Volunteers Office, by emailing volunteers@warwick.ac.uk.

Data Protection Consent Statement

The University of Warwick will process your personal data for the purpose of completing your safeguarding checks.

The legal basis for processing this personal data is consent, which is obtained through your submission of this evaluation form. If you wish to withdraw your consent, please contact volunteers@warwick.ac.uk.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick except GBG Online Disclosures who will process your personal data for the purpose of completing your DBS application.

Your personal data will not be transferred outside of the EEA, will be kept securely by the University of Warwick and will be retained for seven years. Photocopies of ID documents are destroyed after the DBS check has been completed.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University's Data Protection webpages <https://warwick.ac.uk/services/idc/dataprotection/> for further information in relation to your rights and how the University processes your personal data. The University's Data Protection Officer, A Bajaj, can be contacted through infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University's Data Protection Officer.

Please sign below to confirm that you have read and understood the above Data Protection Consent Statement and agree for the University to use your personal data as specified.

Signed (by applicant/ student only) Date

Name (please print clearly):