

Warwick Volunteers- DBS application checklist



This checklist is for use when completing a DBS application for Warwick Volunteers, so that you can keep track of your progress in submitting the application and avoid making mistakes.

Task	Completed
Step 1) Register through the link provided	<input type="checkbox"/>
Step 2) Complete online application form	<input type="checkbox"/>
Provide full five year address history, no gaps between addresses	<input type="checkbox"/>
Include all term time addresses	<input type="checkbox"/>
Halls of Residence address includes residence, block number, flat number and room number. Address uses the postcode CV4 7ES	<input type="checkbox"/>
Step 3) Select three ID documents	<input type="checkbox"/>
At least one ID document is from Group 1 (see list provided in instructions)	<input type="checkbox"/>
Use a Certificate of Status letter (printed from Student Services) as a "utility bill" ID document	<input type="checkbox"/>
"Current address" on DBS application features on at least one ID document (Certificate of Status will have term time address)	<input type="checkbox"/>
Name on documents exactly matches name on application	<input type="checkbox"/>
Provide documentary proof of any name changes	<input type="checkbox"/>
Bring ID documents and DBS + Overseas Declaration form to Student Services for photocopying	<input type="checkbox"/>
Step 4) Receive DBS certificate in the post, have it available at term time address	<input type="checkbox"/>
Register for the Update Service within nineteen days of receiving Certificate (see link provided in instructions)	<input type="checkbox"/>
Certificate of Good Conduct	
If you have lived outside the UK for longer than 6 months continuously in the past 5 years, apply for a Certificate of Good Conduct from that country	<input type="checkbox"/>