Dear Student,

**RE: Disclosure and Barring Service (DBS) - Enhanced Disclosure Checks**

It is a requirement of the Medicine and Dentistry courses that all new undergraduate students undertake an Enhanced Disclosure Check. In your registration pack which has been sent to your home address, you will find a Disclosure and Barring Service (DBS) form for you to complete. This guidance provides full instructions on how to complete the form and the suitable identification you need to provide. This guidance is also available at bristol.ac.uk/students/new-undergraduates/registration.

Please complete the form carefully following the guidance on page 2.

You must bring your completed form with your ID documents to the DBS check event which has been scheduled into your Welcome Week timetable. **Do not post your forms or ID directly to the University or the DBS.**

At the DBS event in Welcome Week you must bring **three original forms of ID** to show at the point of submission. The full list of documents is on page 4 of this guidance. Most students show a combination of 3 documents from; passport, UK photocard driving licence, bank statement and birth certificate.

Once the forms are sent to the DBS for processing you will receive a certificate, which will be sent to the address you have written in section ‘b’ of the form. You will then be invited back later in the term to show the original certificate and results of the check. It is therefore recommended that you write your home address in section ‘b’ as it must match your ID.

Students who have been living overseas and non-UK nationals will likely need to submit their forms after having opened a UK bank account so that they are able to write a UK address in section ‘b’ of the DBS form and provide either a bank account opening confirmation letter or first bank statement as proof of address. **Non-UK nationals and students who have been living overseas should also arrange for a Police Records Check in their home country and bring the certificate with them to Bristol for checking.**

We look forward to seeing you in Welcome Week and in the meantime if you have any queries about this, please email med-dentregistration@bristol.ac.uk.

Yours faithfully,

**Joe McAllister**  
*MChB Year 1 Admin Lead*

**Emily Jones**  
*BDS Year 1 and 2 Coordinator*

**Lizzie Barnard**  
*Deputy Student Administration Manager for Gateway to Medicine and Gateway to Dentistry*
IMPORTANT INFORMATION
Disclosure and Barring Service (DBS) - Enhanced Disclosure Checks – Guidance to complete form

Follow the below guidance carefully to complete the DBS form and read the “DBS Applicant’s Guide” prior to completing the application form. Failure to do so may result in errors on the application form, which will delay your DBS check. It is important that you check the information (pages 3 and 4) regarding the forms of ID accepted to prevent any delays with your DBS application.

You will need:

1. An Application form - enclosed in your registration pack which is sent to your home address

   Complete this form after you have read this letter and the “DBS Applicant’s Guide”. You must complete this form in BLACK INK only and write clearly in BLOCK CAPITALS.

   The DBS Applicant’s Guide can be downloaded from the following address: https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants

2. A DBS continuation sheet - available on the DBS website:

   This form should be used if you have many addresses to confirm for the last five years which will not fit in section ‘c’ of the application form. Please ignore this form if it is not applicable to you.

You must bring the completed DBS form and original forms of identification to the DBS form checking session. Do not send any of your identification in the post.

These sessions will take place in Welcome Week. You will be notified of the time and venue in your Welcome Week timetable. Do not return the forms to us in the post.

Things to be aware of when you complete the form:

- You must include your full name, with all middle names, on the form;
- Do not leave any gaps in your address history (you must provide a five-year address history);
- You do not necessarily need to complete all the boxes on the form. Please read the applicant’s guide and the front page of the application form for further details;
- You must not use correction fluid or stickers on the form. Where your name or address history is complex, it is recommended to draft it on a separate piece of paper first.

Note about your ‘Term Time’ Address:

- When completing section ‘b’ – ‘current address’, it is recommended that you use your home address and not your university term time address;
- One of your forms of identification must confirm the address you give in section ‘b’ of the form;
- If you are still living at your term time address, you should fill in the ‘To’ date with the current month and year as future dates are not permitted.

If have additional addresses you must write these in order, to provide a five-year history, then please continue in the box below (c38) and also on to the continuation sheet if necessary.

If you have any queries regarding the DBS process, please email the Faculty of Health Sciences:
med-dentregistration@bristol.ac.uk

Non-UK nationals and students who have been living overseas
All non-UK nationals and students who have been living overseas will be required to show a ‘Certificate of Good Conduct’ from their home country. The certificate of good conduct is a police records check. You should apply to the relevant local police authorities and obtain a certificate of good conduct before you leave for the UK. You will need to show this when you present your DBS check.
Identification Required for your DBS Check

Please note that documents must be valid, current and originals only.

- We cannot accept photocopies of identification documents
- We cannot accept documentation printed from the internet, e.g. internet bank statements so you may have to arrange for your bank to send you an additional statement in the post

Important notes about ID:

- At least one form of ID must confirm your current address (the address that you state in section ‘b’). **This document cannot be older than three months.**
- At least one form of ID must confirm your date of birth.
- If you use a UK issued driving licence as proof of identification the **photocard** on its own is acceptable but not the paper counterpart without the accompanying photocard.
- All documents must be in your current name as recorded in section ‘a’ of the form. If you have declared a change of name, documentary proof should be provided to support this.

You should follow the routes as outlined below.

**Route One**

Can you provide a Group 1 document? If yes, then you must provide 3 documents:

- 1 document from Group 1 (refer to the list of Valid Identity Documents overleaf); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify the current address.

**Note to non-UK/non-EEA Nationals:**

All non-UK/non-EEA Nationals can only be validated via **Route One** as can EEA nationals with less than 5 years residency in the UK. If this applies you must supply the following combination of documents:

- Current passport; or
- Current UK driving licence; and
- 2 further documents from Group 1, 2a or 2b (refer to list of Valid Identity Documents), one of which verifies your current address.

If you have satisfied this route, then the document check is complete. If you cannot provide the Group 1 documents, then go to **Route Two**.

**Route Two**

You must provide:

- 3 documents from Group 2 comprising of
  - 1 document from Group 2a; and
  - 2 further documents from Group 2a or 2b; one of which must verify your current address.

- The University will then use an external ID validation service to check the information you have provided against your records to establish your name and 'living history footprint'.

If you fail the external validation check, you will be asked to go for fingerprinting. This may add significant delay into the overall application process.

Students who are not able to follow either route will need to contact the Faculty Office regarding what action they will need to take to remain on the course. Please email the Faculty of Health Sciences: med-dentregistration@bristol.ac.uk
List of Valid Identity Documents:

Group 1 – Primary Trusted Identity Credentials
- Current valid passport – UK or EEA (or non-EEA in combination with a biometric residence permit or current work permit/visa)
- Biometric residence permit (UK)
- Current photocard driving licence (full or provisional) (UK, Isle of Man/Channel Islands and EU);
  - o Paper counterpart is not acceptable on its own
- Birth certificate (UK & Channel Islands) - issued within 6 weeks of date of birth;
  - o Full or short form acceptable including those issued by UK authorities overseas, such as embassies, high commissions and HM Forces (photocopies are not acceptable).
- Adoption certificate (UK & Channel Islands)

Group 2a – Trusted Government/State Issued Documents
- Current EU driving licence -old style paper version (EU and including UK, Isle of Man & Channel Islands).
- Current Non-EU photo driving licence (valid only for up to 12 months from the date the applicant entered the UK).
- Birth certificate (UK & Channel Islands) - issued after 6 weeks of date of birth.
- Marriage/civil partnership certificate (UK & Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Isle of Man & Channel Islands)

Group 2b – Financial/Social History Documents
- Mortgage statement (UK or EEA) (non-EEA statements will not be accepted) **
- Bank/building society statement (UK and Channel Islands or EEA) (non-EEA statements will not be accepted) *
- Bank/building society account opening confirmation letter (UK) *
- Credit card statement (UK or EEA) (non-EEA statements must not be accepted) *
- Financial statement - e.g. pension, endowment, ISA (UK) **
- P45/P60 statement (UK & Channel Islands) **
- Council Tax statement (UK & Channel Islands) **
- Work permit/visa (UK) (UK residence permit-valid up to expiry date)
- Letter of sponsorship from future employment provider (non-UK/non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility bill (UK) – not mobile telephone *
- Benefit statement (UK) - e.g. Child Benefit, pension *
- A document from central/ local government/ government agency/ local authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security *
- EU National ID card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from head teacher or college principal (16/19-year olds in full time education – only used in exceptional circumstances when all other document options have been exhausted) (UK).

Please note, if a document in the above List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old but must still be valid and not expired.