

# A guide to DBS certification

## What is a DBS certificate and why do I need one?

The Disclosure and Barring Service is a government body that runs background checks on people applying to work with young people or vulnerable adults. You may have heard of it by its old name? CRB (Criminal Records Bureau). If you will be working with either of these groups, you must have a DBS check.

**If you are studying Health & Social Care or Early Years you MUST have a DBS to do your placement.  
(Other subjects may require one too so please ask.)**

Your Enhanced DBS can be processed in college.

For us to complete this, we need:

- £48 cash, cheque, card, or BACs transfer (This covers the fee we are charged by the processing company and does not go to the college).

- Some different forms of ID. **This is the important bit!**

There are lots of forms of ID that are acceptable and you can visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service> for more information.

The **easiest** route is to bring in:

- A valid passport
- Birth certificate
- Driving licence (provisional or full)
- Bank statement **dated within the previous 3 months**

If you cannot produce these we can also accept a My ID Card <https://www.myidcard.co.uk> or anything with the PASS accreditation logo

You will also need to have access to the email account that you have provided to complete the process.

Your certificate should be with you within a week of processing but this sometimes takes longer so the sooner you start the process the better.