



DBS (Disclosure and Barring Service) Applying for DBS checks with Bolton CVS

DBS checks with Bolton CVS – how it works

Bolton CVS, works together with Salford CVS, to support your group with the DBS check application process.

See if a DBS check is needed for your role using the eligibility guidance

[DBS eligibility guidance](#)

[Watch the animated guide to the DBS service](#)

If a DBS check is needed – next step

Make an appointment to come into the Bolton Hub in person in order to complete a paper application form. You will need to bring suitable identification documents (ID) with you as listed on pages two and three of this factsheet. During the appointment itself you will be asked to complete a DBS application form, with support from a Bolton CVS staff member, who will check the completed form along with the ID documents you provide. They will give you back your ID documents and send the completed application form to Salford CVS for processing.

To book an appointment please contact

Email: hub@boltoncvs.org.uk

Tel: 01204 546002

Your appointment address is

Bolton CVS, The Bolton Hub, Bold Street, Bolton. BL1 1LS

Documentation: At your appointment with Bolton CVS you must provide a minimum of three documents

If you can, provide a document from Group 1 below

One should be from Group 1 and two should be from either Group 1 or Group 2A or 2B, one of which must verify your current address.

If you are unable to provide a document from Group 1:

If you are unable to provide a document from Group 1, then you must provide three documents from Group 2 comprising of ONE document from group 2A, and two further documents from Group 2A and 2B, one of which must verify your current address. Once submitted, Bolton CVS pass your application to Salford CVS who will access an external verification service to establish your name and living history footprint.

What happens next

Once Salford CVS have received your application form from us, they will contact you or your organisation by phone or e-mail to arrange payment of the administration fee (details below). Payment can be made by BACS, cheque or over the phone by card.

Administration fees

£16 for volunteers

£61 for paid staff for enhanced DBS (£45 standard DBS paid staff). Once [Salford CVS DBS Service](#) have received payment, the form is processed and DBS certificate is posted to the applicant's address.

DBS Update Service

Once you have received your DBS certificate you can apply to the optional [DBS update service](#) within 28 days of receiving it, if you require an annual update. The fee for this is £13 for a year's subscription and is free if you are a volunteer.

What happens next

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Group 1 Documents

- Current valid passport (any nationality)
- Current UK driving licence photo card (full or provisional, UK, Isle of Man, Channel Islands or EEA)
- Birth Certificate (UK, Isle of Man or Channel Islands) – issued within 12 months of birth, full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Biometric Residence Permit (UK)
- Adoption certificate (UK or Channel Islands)

Group 2A – Trusted Government/State Issued Documents

- Current driving licence (old style paper version if issued prior to 1988, UK, Isle of Man, Channel Islands or EU)
- Current valid photo driving licence (all countries outside the EEA, excluding Isle of Man & Channel Islands)
- Birth certificate (UK, Isle of Man or Channel Islands) issued after time of birth
- Marriage/civil partnership certificate (UK or Channel Islands)
- Immigration document, visa or work permit
- HM Forces ID card (UK)
- Fire Arms Licence (UK, Isle of Man or Channel Islands)

Group 2B – Financial/Social History Documents

- Mortgage statement (UK or EEA) **
- Bank or building society statement (UK, Channel Islands or EEA) *
- Bank/building society account opening confirmation letter (UK) *
- Credit Card Statement (UK) *
- Bank or building society statement (Countries outside of the EEA – must be issued in last 3 months – branch must be in the country where you live and work)
- Financial statement – e.g. pension or endowment (UK) **
- P45/P60 statement (UK or Channel Islands) **
- Council tax statement (UK or Channel Islands) **
- Irish Passport Card – must be valid
- Letter of sponsorship from future employment provider (Non-UK/Non-EEA Only – valid only for applicants residing outside of the UK at the time of application, must still be valid)
- Utility bill (UK) – not mobile telephone *
- Benefit statement – e.g. child benefit or pension (UK) *
- Document from central/local government/government agency/local council giving entitlement e.g. from the Department of Work and Pensions, The Employment Service, HM Revenue and Customs (UK & Channel Islands) *
- EU National ID card – must be valid
- Cards carrying the PASS accreditation logo (UK, Isle of Man or Channel Islands) must be valid
- Letter from head teacher or college principal (16-19 year olds in full-time education UK – must be valid and only used in exceptional circumstances if other documents cannot be provided)

Please note following:

* Documentation should be less than three months old

** Issued within the past 12 months

Further information about DBS services

[DBS Guidance Leaflets](#)

[DBS Check process explained - video](#)

[DBS eligibility guidance](#)

[Filtering Rules for DBS Certificates](#)

[Eligibility guidance for enhanced DBS checks](#)

[DBS Barring Referral Guidance](#)

[DBS Barring Referral Form and Guidance](#)

[How to make a Good Quality Barring Referral](#)

[How do DBS and the police work together?](#)

Regional Outreach Team

Email: DBSregionaloutreach@dbs.gov.uk

Further information - Disclosure

Email: customerservices@dbs.gov.uk

Customer Services: 03000 200 190