DISCLOSURE AND BARRING SERVICE Check

What is it?
The DSB procedure involves checking your details against police data-bases to look for convictions which may affect your ability to volunteer. The whole process takes up to 8 weeks to complete.

Why do I need one?
The DSB check is a standard procedure completed in line with current legislation and is designed to protect the rights of children and vulnerable adults.

What do I need to provide to process the DSB check?
YOU must produce 3 original documents:
1 to provide proof of your identity
1 to provide proof of your current OXFORD address.
AND another document proving either your identity or OXFORD address.

Identity Documents UK and NON-UK citizens

• Current valid Passport.

• Current Driving Licence
  FOR UK: You must provide BOTH the Photo card AND paper counterpart licence.

• Birth Certificate

Address/ Social History Documents UK and NON-UK citizens: (Documents need to be from separate Organizations, if you are supplying 2 proof of Oxford Address.)

• A current Battles bill or University of Oxford Registration Certificate with College stamp. (Recommended)

• Bank/Building Society Statement (UK or EEA) dated in the last 3 months

• Bank/Building Society Account Opening Confirmation Letter (UK).

• Credit Card Statement (UK or EEA) dated in the last 3 months.

• Utility Bill (UK) - Not Mobile Telephone). dated in the last 3 months

• P45/P60 Statement (UK & Channel Islands) dated in the last 12 months

• Council Tax Statement (UK & Channel Islands) dated in the last 12 months

• Work Permit/Visa (UK) (UK Residence Permit) dated in the last 12 months

• A document from Central/ Local Government/ Local Authority dated in the last 3 months

• EU Identity Card

• In Addition (and even when other documents have been provided) UK Citizens must provide
  A. Their National Insurance Number
  B. Their driving licence number (if they hold a current UK driving licence)
  C. Their passport number (if they hold a current UK passport)

Please note that only the documents listed above will be accepted by the Security Services