



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