

Dartford Borough Council Disclosure and Barring (“DBS”) Application

As part of your licence with Dartford Borough Council you are now able to complete a Disclosure and Barring Application (Criminal Records Disclosure) with GBG Online Disclosures who will administer your Disclosure application on our behalf.

You should complete steps 1 to 3 below before you attend your identity verification appointment with the Vehicle Licensing Officer which is detailed in the attached letter. If you are unable to do this please contact the Vehicle Licensing Officer before your appointment date to discuss alternative arrangements.

To apply online you will need access to a computer and a valid email address. The online application form will guide you through each step of the application to ensure your application is complete and accurate and therefore minimising the risk of your application being delayed.

Online DBS application

The online application can be completed with these **six** steps:

1. Go to <https://gbg.onlinedisclosures.co.uk/Registration/Registration>, using the PIN code and secret word.

Org name	Dartford Borough Council
Org PIN	133438
Secret word	DBC123

2. Complete the application online with all your details. *[Please note you will need to register for each new application, if you have previously registered the login and password used previously will only show old information. You can use the same email address you have used before to register but should create a new password.]*
3. Select the relevant identification documents (ID) for verification using the online help tool. You will need your Passport or Driving Licence plus two proofs of address in the form of an official letter such as a utility bill, bank statement or credit card statement. Please see attached list for examples.
4. After you have completed steps 1 to 3 above, you must attend your identity verification appointment with the Licensing Department detailed in the attached letter. To make an appointment please contact the Vehicle Licensing Officer on 01322 343340
5. At the above verification appointment **you must bring with you the original documents** you have specified in point 3 above verifying your identity
6. You will need to pay the fee of £65.00. The payment should be made at your verification appointment with the Vehicle Licensing Officer in the form of a credit/debit card or cash.

Once you have completed the above six steps, your application will automatically be sent to the Disclosure and Barring Service for processing. Once it has been processed by the Disclosure and Barring Services, your Enhanced Disclosure will be sent to your current address.

Keep track of your application: You can track the progress of your application by asking for automatic email updates as you are completing your application.

Help and support: Should you require help and support with your Disclosure application you can contact the GBG Online Disclosure support team on 0845 251 5000. The support team helpline is available between 8.30am – 5.30pm Monday to Friday with a 24-hour messaging service.

DOCUMENT LIST

Check you have the documentation you need to bring to your appointment from the list below. All documents must be originals, no photocopies will be accepted.

You must produce **ONE** document from GROUP 1, and **TWO** documents from GROUP 2 which must verify your current address. You must bring **THREE** documents in total to your appointment.

GROUP 1
Current Valid Passport – UK or EEA
Current UK Driving licence (if a photocard licence is held, the paper counterpart <u>must</u> be produced also).

You must also provide your National Insurance Number.

Please note you will need to provide an address history for the last five years

GROUP 2
Current UK Driving licence (if not already used as Group 1)
Fire Arms Licence (UK)
Mortgage Statement (UK) issued within past 12 months
Bank/Building Society Statement (UK) issued within past 3 months
Credit Card Statement (UK) issued within past 3 months
Financial Statement (e.g. Pension, Endowment, ISA) (UK) issued within past 12 months.
P45 / P60 Statement (UK and Channel Islands) issued within past 12 months
Utility Bill (UK) issued within past 3 months (not mobile telephone bill)
Benefits Statement (e.g. child allowance or pension) issued within past 3 months
A document from central/local government/ government agency/local authority giving entitlement (UK and Channel Islands) (e.g. from the Department for Work & Pensions, Job Centre, Social Security) issued within past 3 months.

If you do not bring the correct documentation to your appointment it will not be possible to process your application for a Disclosure and Barring Services Disclosure.

If GBG Online Disclosures require further information, please ensure you bring the original documentation relating to that information with you to your appointment with the Vehicle Licensing Officer.

If you have any queries regarding the above, please contact the Vehicle Licensing Officer on 01322 343340.