**Guidelines for completing DBS application form**

1. Please read the instructions carefully on front cover of the form

2. Complete information in centre 2 pages in black ink ensuring you sign the form. No requirement to fill out section on the reverse

3. When completed please either send to Deb at Penclawdd office or give to a paid member of staff at Llandybie or Port Talbot centres

4. Arrange with Deb when you are going to bring in your ID documents (see list below)

5. If you have any questions about filling in the form or need any support then please ask Deb

6. If you have already registered with DBS for their Update Service, then all you need to do is provide your DBS ID number and date of birth as we can check your information electronically.

**Documents required for ID verification**

Please, can you bring the following **3 documents**

* One from Group A
* Plus a further 2 from either Group A,B or C

Also, at least 1 must show your current address.

**Group A** - passport, valid driving licence photo card, birth certificate, adoption certificate

**Group B** - marriage/civil partnership certificate, HM forces ID card, firearms

**Group C** - mortgage statement (issued last 12 months), Bank or building society statement (issued in last 3 months), credit card statement (issued in last 3 months), P45 or P60 statement (issued last 12 months), Council Tax statement (issued last 12 months), Work permit or visa (valid up to expiry date), Benefit statement eg child benefit, pension (issued in last 3 months)

In addition, if you have them, we will also need your

* National Insurance number
* Driving licence number
* Passport number

Deb Barrow

The Old Mill Foundation, Meyricks Mill, Hendy Road, Penclawdd, SA4 3XE

Telephone 01792 851553 deb.oldmillfoundation@gmail.com