

# SIM DBS Process – For Staff

1. Go to the following link: <http://www.disclosureservices.com>
2. In the customer login section, use the following username: [simhujjatremote](#) & password: [simhujjat16733](#)
3. On logging in, you will see a list of documents that you can use to prove your identity. For ease, we would recommend that the following documents are used:
  - ▶ Passport
  - ▶ UK Driving Licence
  - ▶ Bank/Credit Card/Utility statement which is less than 3 months old

If you do not have access to any of these items, then a full list can be found at the end of this document. Please ensure you have the items which you wish to use as evidence on hand as they will be needed to complete your application.

4. Remember, there is no save option, so please leave enough time to complete the form in one sitting. **5-7 minutes will be needed.**

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5. Once you have submitted the application you will receive a confirmation email to note your application number. You will also be given an option to 'Generate A Veri-fy Form' – **PLEASE DO NOT SELECT THIS OPTION.** You can save a PDF of the confirmation and close your browser.
6. Please bring in your identification documents into the Madressa office, so that either our administrator, Fatima bai Hirji or our Secretary Maisam Jaffer can review the documents and then upload them to CoEJ. This must be done as soon as possible after you have submitted your application, without these documents your application cannot be processed.
7. You can track the status of your application online (<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>) and if you have any queries you can email [admin@madressa.net](mailto:admin@madressa.net).

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- Bank/Building Society Account Opening Confirmation Letter (UK) issued in the last 3 months
- Letter of Sponsorship from future employment provider (must still be valid) Note: Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application
- EU National ID Card (must still be valid)
- Card carrying the PASS Accreditation logo (UK and Channel Islands - must still be valid)
- Letter from Head Teacher or College Principal (UK - 16 to 19 year olds in full time education) Note: Only used in exceptional circumstances when all other documents have been exhausted

N.B: Internet generated documents are not acceptable.

In addition, you need to confirm with the organisation you are applying to whether you are going to have your ID documents validated by them or use the Veri-fy++ form that can be generated at the end of the remote web application process.

If you have any difficulties with any part of the application, our support line is open 09:00 – 20:00 on 01691 662255 or 07976 082099.

When your application has been received by the Disclosure & Barring Service (DBS), an application can be completed between 1 and 60 days.

You can seek Independent advice from the Disclosure & Barring Service (0870 90 90 844) and NACRO (020 7840 7235).

CONTINUE TO APPLICATION




# SIM DBS Process – For Staff

Start	Applicant	Birth	Employer	Address	Names	Evidence
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## 1. Start Application

Fields marked \* are required

Preferred Language	This application is available in either English or Welsh; however it can only be completed online in English. Should you wish to complete your application in Welsh, please <a href="#">contact us</a> . A Welsh language form will then be posted to you for completion.
Application Type	<input checked="" type="checkbox"/> Disclosure and Barring Service (DBS) formerly Criminal Records Bureau (CRB) <input type="checkbox"/> Access Northern Ireland
	<input type="button" value="CONTINUE"/> 

# SIM DBS Process – For Staff

are a transgender applicant - the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB) has a confidential checking process for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application form for a DBS (formerly CRB) check.

For further information please contact the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB) by:

- Telephoning 0151 676 1452
- Sending an email to the [DBS \(CRB\) sensitive applications team](#)

National Insurance Number	Please enter your NI number if you are using a P60/P45 as evidence
	<input type="text"/>

N.I NUMBER IS ONLY REQUIRED IF YOU ARE SUBMITTING YOUR **P60/P45 AS EVIDENCE**

Home Telephone Number *	<input type="text"/>
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Mobile Telephone Number *	<input type="text"/>
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Preferred Telephone Number	<input type="radio"/> Home <input checked="" type="radio"/> Mobile
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Preferred Time to Call *	<input type="button" value="Any Time v"/>
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Email Address *	<input type="text"/>
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<input type="button" value="SAVE CHANGES"/>
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Provide an email address where you will receive your application reference number.


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1 Applicant  2 Birth 3 Employer 4 Address 5 Names 6 Evidence Submit

### 3. Place of Birth

Fields marked \* are required

Country of Birth *	<input type="text"/>
Nationality *	<input type="text"/>
Town / City of Birth *	<input type="text"/>
County of Birth *	<input type="text"/>
	<input type="button" value="SAVE CHANGES"/>




# SIM DBS Process – For Staff





- 1 Applicant
- 2 Birth
- 3 Employer
- 4 Address
- 5 Names
- 6 Evidence
- Submit

## 4. Organisation / Employer's Details

Fields marked \* are required


Workforce Type *	<input type="radio"/> CHILD WORKFORCE <a href="#">(i)</a> <input type="radio"/> ADULT WORKFORCE <a href="#">(i)</a> <input checked="" type="radio"/> CHILD AND ADULT WORKFORCE <input type="radio"/> OTHER WORKFORCE <a href="#">(i)</a>
Position *	Please select the position from the menu - if it is unavailable, please select 'Other', then enter the position in the box provided remembering that you are limited to 30 characters including spaces. The position you enter will be available to select from the menu in future applications. <input type="text" value="UNSUP TEACHER HELPER"/>
Volunteer?	Is the position voluntary? <input type="radio"/> No <input checked="" type="radio"/> Yes Please select 'Yes' only if the applicant meets the definition of a volunteer as defined in The Police Act 1997 (Criminal Records) Regulations 2002
Guidance	The Police Act 1997 (Criminal Records) Regulations 2002 definition of a volunteer is: "a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit. <a href="#">Read More &gt;</a>
Organisation	SIM Hujjat Husaini Islamic Centre Wood Lane Stanmore Middlesex HA7 4LQ
	<input type="button" value="SAVE CHANGES"/> 

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1 Applicant  2 Birth  3 Employer  4 Address  5 Names 6 Evidence Submit

### 5. Address Details

Fields marked \* are required

Please Note	There must be no gaps or overlaps between addresses (Note: The month that the candidate moved from one address must be the same as the month they moved into the next)
Country	United Kingdom (the Applicant's current address must be in the UK)
Line 1 *	<input type="text"/>
Line 2	<input type="text"/>
Town *	<input type="text"/>
County *	<input type="text"/>
Postcode *	<input type="text"/>
At Address From *	<input type="text"/> <input type="text"/>
At Address Until *	Present
	<input type="button" value="SAVE CHANGES"/> 



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Please ensure that you list **ALL names that you have been previously legally known by**. It is important this is completed fully else your application can be held up.







Example: If you have a maiden name, you must state that here.



The screenshot shows a progress bar at the top with steps: 1 Applicant (checked), 2 Birth (checked), 3 Employer (checked), 4 Address (checked), 5 Names (highlighted), 6 Evidence, and Submit. Below the progress bar, the section is titled "6. Other Names" with a note "Fields marked \* are required". A question is asked: "Have you used any other names? \*". The response options are "No" (selected) and "Yes" (with an information icon). A red arrow points to the "SAVE CHANGES" button at the bottom of the form.

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Please complete as applicable depending on your EEA nationality

1 Applicant  2 Birth  3 Employer  4 Address  5 Names  6 Evidence  Submit

## 7. Identity Verification

Is the applicant an EEA\* National?  Yes  No

\*European Economic Area, comprising: the United Kingdom & Ireland, Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.



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Complete the evidence section as required. You **will need all the ID that you wish to utilise on hand** in order to complete this section

1 Applicant ✓ 2 Birth ✓ 3 Employer ✓ 4 Address ✓ 5 Names ✓ 6 Evidence Submit

**7. Evidence - Which of the following forms of ID are being presented?**  
Fields marked \* are required

Guidance	<p><b>Please Note:</b> From 8 June 2015, the paper counterpart to the photocard driving licence will no longer be issued by the DVLA. Paper driving licences issued before the photocard was introduced in 1998 will remain valid and should not be destroyed. <b>For the DBS ID checking process this means that just the driving licence photocard needs to be checked, unless an old style paper driving licence is produced (pre-1998).</b> The DBS will shortly be updating their identity checking guidelines to include this change. A photo-card driving licence issued by the DVLA without the paper counterpart will be classed as a group 1 primary identity document. There will be no need to view the paper counterpart for driving licences issued before the date of the change. The requirement for a paper counterpart for Group 2a photo-card licenses will also be removed from this date. These are minimum ID requirements and will not impact how you validate an applicant's identity.</p>
Evidence Provided *	<p><input type="checkbox"/> Route One (1 document from Group 1, plus 2 from Group 1, 2a or 2b)</p> <p><input type="checkbox"/> Route Two (1 document from Group 2a, plus 2 from Group 2a or 2b)</p> <p><input type="checkbox"/> Route Three (Birth Certificate (UK &amp; Channel Islands), plus 1 document from Group 2a and 3 from Group 2a or 2b)</p>

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1 Applicant ✓ 2 Birth ✓ 3 Employer ✓ 4 Address ✓ 5 Names ✓ 6 Evidence ✓ Submit

### 8. Declarations

Fields marked \* are required

**Fair Processing Notice:** The DBS may now also use the information provided on the certificate, or any other information they are made aware of, to inform consideration of their barring decisions. DBS are able to do this as legislation contained in the Safeguarding Vulnerable Groups Act 2006, gives the DBS powers to do so. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found [here](#).

**Declarations \***

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with [current guidance](#)?

No  Yes

I declare the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

I consent to the DBS (formerly CRB) checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity and verification purposes.

**FAIR PROCESSING: NOTICE TO APPLICANTS**

The Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB) will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS (formerly CRB) for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

I confirm that I understand that it is a requirement of the DBS (formerly CRB)'s Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

I confirm that I have been made aware and have been given copies or have access to the **SIM HUUJAT** Policy on the Recruitment of Ex-offenders, Equal Opportunities Policies, and the DBS (formerly CRB) Code of Practice April 2009 at the outset of my recruitment.

I confirm my understanding that my Disclosure information is only used for the specific purpose for which it was requested and for which my full consent has been given.

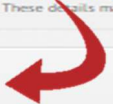
I confirm that unless the nature of my position allows **SIM HUUJAT** under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to ask questions about my entire criminal record, they will only ask about unspent criminal convictions as defined in the Rehabilitation of Offenders Act 1974.

**Declaration by Applicant**  
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

**Consent of Applicant**  
I consent to the DBS (formerly CRB) checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity and verification purposes.

**SUBMIT APPLICATION**

Complete the declarations and submit your application



# SIM DBS Process – For Staff

## Disclosure And Barring Service (DBS) Application SIM Hujjat

**Thank you, your application has been submitted successfully.**

Veri-Fy provides a way to validate your ID documents if you are unable to attend your organisation's premises personally to have them validate your ID evidence documents.

Only select the Veri-Fy option if you have been told to do so by your organisation's contact. If in doubt, please contact the person who asked you to complete this application for further advice.

GENERATE VERI-FY FORM

**Do not click this**

Application ID:

**make a note of your application ID**

 Print  PDF

The organisation that asked you to complete this criminal record application will receive an email alert notifying them you have completed your application, please contact them directly for information on the next part of your recruitment process.

**You should now receive an email to the email address you specified stating your application reference. If it has not come through, please check your junk mail.**

## Evidence Documentation Guide

If you can provide at least one document from Group 1 you will need a further two documents which can come from either Group 1, 2a, or 2b (i.e. providing three documents in total). One of these documents must verify your current address.

If you cannot provide any documents from Group 1, you will need three documents from Group 2 comprising of one document from Group 2a and two further documents from Group 2a or 2b. One of these documents must verify your current address.

If you cannot provide these documents, you will need your Birth Certificate (UK and Channel Islands Only) – (which must have been issued within 12 months of your date of birth by the General Register Office/relevant authority) and four further documents from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b. One of these documents must verify your current address.

### **Group 1 - Primary Trusted Identity Credentials**

- Passport (Any current and valid passport)
- Biometric Residence Permit (UK)
- Current Driving Licence - Photo card (UK / Isle of Man / Channel Islands & EU)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth
- Adoption Certificate (UK & Channel Islands)

### **Group 2a - Trusted Government / State Issued Documents**

- Current Driving Licence - Photo card (For All Countries other than UK / Isle of Man / Channel Islands & EU)
- Current Driving Licence - (Old Style) Paper version (UK / Isle of Man / Channel Islands & EU)
- Birth Certificate (UK and Channel Islands) - Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands & Isle of Man)

### **Group 2b - Financial / Social History Documents**

- Bank/Building Society Statement (UK & Channel Islands or EEA) **issued in the last 3 months**
- Utility Bill (UK) - Not Mobile Telephone **issued in the last 3 months**
- Benefit Statement e.g. Child Allowance, Pension etc. (UK) **issued in the last 3 months**
- Central or Local Government, Government Agency or Local Authority document giving entitlement (UK & Channel Islands) **issued in the last 3 months**
- Credit Card Statement (UK or EEA) **issued in the last 3 months**
- Mortgage Statement (UK or EEA) **issued in the last 3 months**
- Financial Statement e.g. Pension or Endowment (UK) **issued in the last 12 months**
- P45/P60 Statement (UK & Channel Islands) **issued in the last 12 months**
- Council Tax Statement (UK & Channel Islands) **issued in the last 12 months**
- Work Permit or Visa (UK) (valid up to expiry date)
- Bank/Building Society Account Opening Confirmation Letter (UK) **issued in the last 3 months**
- Letter of Sponsorship from future employment provider (must still be valid) Note: Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application
- EU National ID Card (**must still be valid**)
- Card carrying the PASS Accreditation logo (UK and Channel Islands - **must still be valid**)
- Letter from Head Teacher or College Principal (**UK - 16 to 19 year olds in full time education**)

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