Guide for Pharmacies for DBS checks

Steps

1. DBS checks are now a requirement for any provider who are signed up to do the Public Health (PH) Sexual health Primary Care contract. Only the individuals providing the service require a DBS check.
2. If you ***do not*** already hold a current DBS certificate the applicant must produce documents for verification from the list in Appendix A and provide a personal email address.
3. Once you have obtained these documents call the Public Health Contract Team on **01603 638248** to make an appointment to verify your ID. You will need to bring these at a mutually agreed date and time to the addresses as listed in Appendix B.
4. PH will then verify and photocopy these documents and return them to you. PH will start the process by accessing the Norfolk Disclosures site to submit your details.
5. The applicant will be asked to sign a client consent form agreeing to PH recording and retaining their personal details.
6. Shortly after, the applicant will receive a link via email to complete the form and submit.
7. Once processed the applicant will receive a certificate from the DBS.
8. PH receives notification of names and dates of applicants who have been awarded a DBS certificate.
9. PH will retain an online secure system where the applicant's details are kept. This includes name of applicant, type of disclosure, position and unique reference of the disclosure. These will be deleted upon expiry of the DBS certificate.
10. The DBS check is £42 and held for three years.
11. PH will invoice the applicant for the £42 fee but will cover the administration charges for this process
12. The applicant is responsible for renewing the expired DBS check, therefore, please note the expiry month/year.
13. If ***you have*** a current DBS check, we do not require you to attend in person to present the documentation. However, NCC Public Health will need a letter from your employer to verify that all employees (including locums) undertaking these services have a current DBS check in place.

Consent form

Data Protection Act: Client Consent Form

In order for us to help you with your DBS check we will need to record some of your personal details.

To comply with the Data Protection Act (1998) we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your data and retaining your details for DBS check.

Your details: Name, type of disclosure, position and unique reference of the disclosure will be stored in a secure on line secure system and deleted upon expiry.

Permission to store your data

☐ **Yes - I give my consent to Public Health, Norfolk County Council to record sensitive personal information about me**

☐ **No – I do not give my consent to Public Health, Norfolk County Council to record sensitive personal information about me**

Name : **Correspondence address:** **Email :**		
Signature:		**Date**

Appendix A

Verifying ID

The employmentcheck.org.uk system has been updated to comply with the Disclosure and Barring Service's revised and enhanced identification checking guidelines.

The guidelines make it more difficult for individuals to conceal previous criminal records by changing their name and are part of an ongoing process to enable easier detection of undeclared changes of name in future.

As part of the changes, 21 documents have been withdrawn from the list of valid ID documents, and a new three route process introduced by which ID verifiers should check an applicant's identity.

To complete ID Verification you will need to follow the three routes as outlined below:

Route One

All applicants must initially be considered for Route one. The applicant must produce 3 documents:

- 1 document from Group 1; and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to **Route Two**.

NOTE – EEA Nationals (Non-UK):

Where an EEA National has been resident in the UK for 5 years or less the responsible officer should validate identity via Route One through checking of a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents.
In the absence of a Group 1 document the RB must satisfy themselves of a valid reason for using **Route 2.**

NOTE - All Non-EEA Nationals should be validated via Route One only.

Route Two

The applicant must produce: 3 documents from Group 2 comprising of:

1. 1 document from Group 2a **and**
2. Further documents from Group 2a or 2b; one of which must verify their current address **and**

3. You will need to complete the external ID validation to check the applicant against their records to establish the applicant's name and living history footprint.

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to **Route Three.**

Route Three

You must have exhausted **Route One** and should have endeavoured to have accessed an external validation check (**Route Two**) before you consider processing them via **Route Three.**
If the applicant cannot meet the requirements of **Route One and Two**, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared. You should keep a record of this discussion.
The applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from **Group 2** comprising of:
  One document from **Group 2a;** and 3 further documents from **Group 2a or 2b**; one of which must verify their current address.

If the applicant fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police (see process below).

Should you still be unable to validate the applicant's identity using **routes One, Two or Three**, then you should contact the DBS Team who will send out a hardcopy form. The applicant will then need to be sent for fingerprinting by the Police, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.
Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints taken in line with the current procedure. You should be aware that this will require attendance by the applicant at a Police Station at an appointed time and may add delay into the overall application process.

Norfolk County Council

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands
- Birth Certificate (UK and Channel Islands) - issued at the time of birth; or Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (Non-UK licences must be valid for up to 12 months from the date the applicant enters the UK)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)*
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non UK/Non- EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* (UK) - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department forWork and

Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security

- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided.)

Please note:

If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it must be valid.

Appendix B

Sites where you can have your documents witnessed

(Wherever possible, we will aim to process your documents at County Hall in Norwich: however, the following sites are also available by appointment only)

Breckland

- Breckland Business Centre, Saint Withburga Lane, Dereham, NR19 1FD
- Breckland District Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE

Broadland

- Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU
- Norwich County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

Great Yarmouth & East

- Great Yarmouth Borough Council, Greyfriars House, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

King's Lynn & West

- West Norfolk Borough Council (Early Help Forum), Kings Court, Chapel Street, King's Lynn, PE30 1EX
- West Norfolk Borough Council, Priory House, 9 Austin Street, King's Lynn, PE30 1EB

Norwich Central

- Norwich City Council, City Hall, St Peters St, Norwich, NR2 1NH
- Norwich County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

North Norfolk

- Fakenham Hub, Fakenham Library Site, 22 Oak St, Fakenham, NR21 9DY
- North Norfolk District Council, Holt Road, Cromer, NR27 9EN

South Norfolk

- South Norfolk District Council, Cygnet Court, South Norfolk House, Long Stratton, NR15 2XE