

COMPLETING A NEW DBS



KEY TERMS

- **DBS** - Disclosure & Barring Service
- **ASTO** - Association of Sail Training Organisations, the countersigner on all our DBS checks.
- **RYA (Royal Yachting Association) Checker** - the system used to process our DBS and complete ID checks.
- **VSTC** - Volunteer & Skipper Training Conference, held by us once a year.
- **Online Update Service (OUS)** - This service is free to volunteers and automatically keeps your check up to date. Therefore, it saves the charity time and money as we will not need to complete a new check in 3 years - we will simply be able to check your certificate online.
- **Yoti** - Digital service to check your ID

WHAT LEVEL OF CHECK DO YOU NEED?

All our volunteers will need a disclosure check, which type of check depends on your role and any existing check you may have. We will do a DBS if you live in England.

Role

Mate
Medic
Crew Leader or Outdoor Adventure Volunteer
Travel volunteer

Level of check

Enhanced with child barred list
Enhanced with child & adult barred list
Enhanced with child barred list
Enhanced with child barred list

WAYS TO DO A DBS CHECK

1. An existing DBS linked to the Online Update Service
2. Apply for a new DBS
 - a. with a Yoti ID check
 - b. with physical ID documents provided

ONLINE UPDATE SERVICE PROCESS

If you have a DBS from another organisation that is registered with the Online Update Service, you can follow the process below:

1. Email volunteer@emcancertrust.org with permission for us to check your certificate online with a copy of your original DBS certificate.
2. We will check your certificate meets our requirements and is on OUS.
3. Post the original certificate to **Alicia Anderson, Ellen MacArthur Cancer Trust, Units 53-57, East Cowes Marina, Off Britannia Way, East Cowes, Isle of Wight, PO32 6DG**
4. We'll check your original certificate and send it back to you (we send DBS certificates back using 2nd class post).

APPLYING FOR A NEW DBS PROCESS



The time taken for DBS to complete a request is variable and can take 6+ weeks during busy periods, so please leave plenty of time to complete your check.

If you have any problems during the process, please email volunteer@emcancertrust.org.

Step 1 – Decide on ID check method. Completed by you

Email volunteer@emcancertrust.org to confirm which ID check method you want to use. Please ensure you have checked the ID requirements (below) for both methods before deciding. If using Yoti app, please download the app before you click the link from RYA.

Step 2 – Initiate a new DBS. Completed by us & ASTO

We will send your name and email to ASTO, they will set you up with an RYA account, you will receive an email with a link and password.

Step 3 – Complete your application. Completed by you

Using the password sent from RYA, log on to the RYA Checker at www.rya.employmentcheck.org.uk and complete your application - use the RYA guide to help you complete your application. Please complete this **within 14 days** of receiving the link.

Step 4a – Digital ID check. Completed by you

In your RYA Employment Check account and there will be a button by your application which says 'complete digital ID verification', use the Yoti app or website to complete your ID check ([click to view the Yoti guide](#)).

Step 4b – Physical ID check/in-person ID check. Completed by YOU & us

We need to see 3 forms of ID to process your application, these must be the original document, and we must see the physical copy - the ID requirements are shown below.

You will need to send your ID to the office, and we will arrange a video call to check your ID - please email volunteer@emcancertrust.org to organise this. We can check ID at the office or at our in person VSTC.

We can check your ID before you complete your application on RYA Employment Checker.

Step 5 – Process your DBS. Completed by DBS

You can [check the progress of your DBS](#) using the reference you receive on completion of your application. Once completed, you will be sent your certificate in the post.

Step 6 – Join the Online Update Service. Completed by you

You can register for the online update service as soon as you receive your reference number and up to 30 days from when your certificate is issued. Visit www.gov.uk/dbs-update-service and select 'register for the Update Service' - you'll need your reference or certificate number. Registration is free for volunteers, but you will have to renew your DBS each year.

Step 7 – Certificate check. Completed by you & us

You'll need to send your certificate to the office. We will post it back to you once it's been checked.

YOTI ID REQUIRMENTS

Yoti App

You'll need one of the following documents:

- Passport
- Biometric Residence Permit (BRP)

You may be asked to provide additional documents if required from the 'Document List' below; however, in most cases, using just the Passport/BRP through the App will be sufficient to verify your identity.

Yoti web browser

Please note you will need to produce at least two documents of the following documents:

- Passport
- Driving Licence
- National ID
- Biometric Residence Permit
- Passport Card from Ireland
- State ID from the United States

PHYSICAL ID CHECK REQUIREMENTS

To process your DBS **three** documents must be produced in your name: **one from Group 1** and **two further documents from either Group 1 or Group 2a or Group 2b**. The **combination of documents presented must confirm your name and date of birth**.

Group 1: Primary identity documents	
Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code.
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP.
Application Registration Card	Issued by the Home Office.
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. MUST HAVE YOUR MIDDLE NAME ON IF YOU HAVE ONE.
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands.
Group 2a: Trusted government documents	
Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands).
Current driving licence (full or provisional) - paper version	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date.
Birth certificate - issued more than 12 months after time of birth	UK, Isle of Man, and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents		
Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK- branch must be in the country where the applicant lives and works	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, State Pension	UK	Issued in last 12 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands - a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid