

Students in Schools



DBS Application Form Guide

You should have already received an activation email from First Advantage Online Disclosures so that you can start completing the online application form.



The organisation pin given in the email is **139308**. You will need this again when you come to pay for your application. Please follow the link in the email to start your application.

If you have **not** received the activation email, please check your junk mail first and then contact sis@reading.ac.uk

Before you begin the application

If you have any of the following than you will be asked to provide details:-

- National Insurance Number
- Valid Driving licence
- Valid Passport
- Valid national ID card

Before you start your application make sure that you have them to hand.

Your Name and Gender

You must specify your gender and full name details. Shortened names, 'nicknames' and initials should not be used unless they are stated in your identity documents.

A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who has asked them to complete an application.

Entering your Address Details

All applicants must provide 5 years of Address History. You can enter your address details using the automatic look up or enter it manually. Please note, if you cannot remember the exact day you moved into or out of an address, enter the closest, most likely, or enter the 1st of the closest, most likely month.

A five year address history is required which includes your current and previous addresses. Your **current** address is the one that your DBS certificate will be sent to **and** which must appear on one of your ID documents. For the majority of students this will be the address on their bank statement or driving licence.

If using your halls address you must add a flat or room number and avoid punctuation marks (See example below)

Address History Timeline

The chart below shows the last 5 years address history, it will update as you enter your addresses below.



Current Address

Postcode

RG6 5AN

[← Back to postcode search](#)

I was travelling abroad and had no fixed abode

Address line 1

Room 206, Wantage Hall

Must contain only A-Z, 0-9, ' , &, (,), -

Address line 2 (optional)

Upper Redlands Road

Town/City

Reading

County (optional)

Berkshire

Country

United Kingdom

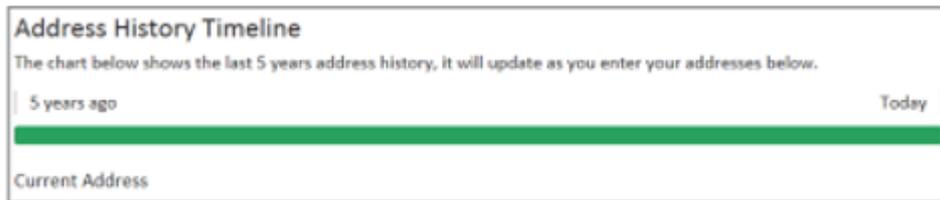
When did you move into this address?

10 September 2023

You must add a room or flat number if you are living in halls and avoid commas etc

Entering Overseas Address Details

If you have lived abroad for a period of 6 months or more within the last 5 years you must enter details of all the addresses that you have lived at. It is possible for dates to overlap, and when sufficient address details have been entered the address bar will go green and you can move on to the next step.



Entering an Overlapping University Address

One of the ID documents you provide for verification must match the current address details you have entered. If this ID relates to your home address, you must still provide details of your University addresses. Enter this by selecting 'Add Another Address'

You will need to add a leave date even though you have not left this address. Enter the current date as your leave date as shown in the screenshot below.

Previous Address

Postcode

RG27 0LG

[← Back to postcode search](#)

I was travelling abroad and had no fixed abode

Address line 1

Roome 26, Wantage Hall

Must contain only A-Z, 0-9, ' , & , (,) , -

Address line 2 (optional)

Upper Redlands Road

Town/City

Reading

County (optional)

Country

United Kingdom

When did you move into this address?

13

September

2023

When did you leave this address?

Day...

Month...

Year...

Month required. Year required. Day required.

Confirm

Cancel

You will be forced to add a leave date even though you haven't left yet. We suggest you just enter the current date

Valid ID documents

You will need to have 3 valid forms of ID in order to submit your application. All ID documents must be shown at the Verification session and must be originals (photocopies or a print from an online document are **not** accepted) The UK government has a list of documents that can be accepted as a valid form of ID. Only documents on this list are accepted. Documents from University finance etc are not accepted

One or two of these must come from the list below (Group 1 docs) :-

Group 1



Current valid passport

Select



Current UK, Channel Isles or Isle of Man driving licence – photo card

Full or provisional. All licences must be valid in line with current DVLA requirements

Select



Birth certificate – issued at time of birth

UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces

Select



Biometric residence permit (UK)

Select



Adoption certificate UK & Channel Islands

Select

Your remaining one or two IDs must come from the Group 2 list below. Group 2b documents must be dated as shown on this list.

Group 2a Documents

- Birth Certificate (UK or Channel Islands)
Issued after 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Current UK, Channel Isles or Isle of Man driving licence – paper version
Full or provisional. All licences must be valid in line with current DVLA requirements.
- Marriage/Civil Partnership Certificate
(UK, Channel Isles or Isle of Man)
- Current Driving Licence Photocard - (Full or Provisional)
All countries outside the UK (excluding Isle of Man and Channel Islands)
- HM Forces ID Card (UK)
- Valid Firearms Licence (UK and Channel Islands or Isle of Man)
- Immigration Document/Visa/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

Highlighted documents are the ones most often available to students

Group 2b Documents

Issued within the last 3 months

- Bank/Building Society Statement (UK and Channel Islands)
- Bank/Building Society Opening Confirmation Letter UK
- Credit Card Statement UK
- Utility Bill (UK)
Electricity, gas, water, telephone. Not mobile phone bill
- Benefit Statement e.g. child allowance, pension (UK)
- Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands)
Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) eg from Dpt of Work and Pensions, Customs & Revenue, Job Centre
- Bank or building society statement
Valid only for roles whereby the applicant is living and working outside of the UK. Statement must relate to a bank or building society from the non UK country in which the role is based.

All ID documents must be originals, we cannot accept photos or online copies.

Issued within the last 12 months

- Mortgage Statement UK
 - Financial Statement (UK)
e.g. pension, endowment
 - P45/P60 Statement (UK and Channel Islands)
 - Council Tax Statement (UK and Channel Islands)
- ##### Issued at any time (must still be valid)
- EU National Identity Card
 - Letter of sponsorship from future employer provider Non-UK
For applicants residing outside the UK at the time of application
 - Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education
Only used in exceptional circumstances if other documents cannot be provided
 - Card carrying the pass logo (UK and Channel Islands)

Your bank will print a statement for you on demand if you visit any branch of your bank

If your bank only sends you online statements you can go into any branch of your bank, and ask them to print you a statement while you wait. We cannot accept an online bank statement as a valid proof of ID.

The documents highlighted above are the documents students are most likely to have. The card carrying the pass logo refers to cards such as the 'Proof of Age' card which some of you may already have.

When you have completed your Online Application Form

Once you have completed and submitted your application and you have all 3 of your original ID documents with you in Reading you need to book to come to one of our drop-in DBS Verification sessions so that we can check your ID documents.

These drop-in sessions should only take about 10 – 15 minutes of your time and you can book a place if you log in the Student Portal on the Students in School website:-

<https://sitesb.reading.ac.uk/sis/dbs-id-verification/>

Once your ID documents have been verified and your application has been submitted for processing you will need to login to the FADV website again to pay the £7.20 administration fee.

Your certificate will be posted to your 'Current Address' and will usually arrive within 7 – 10 days.

Keep your certificate in a safe place as you will not be able to get a copy if you lose it.

If you have any questions which are not answered in this guide please email sis@reading.ac.uk