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Guidance for DBS Check

- New HND in Health and Social Care Practice (Leadership and Management) (H&SC) students will be contacted with the details needed to complete self-registration and an online DBS application.
- All students have to be checked through the DBS, too, prior to being permitted to undertake any placement experiences, if required. Should there be a delay in completing the DBS-checking process, we will consider each individual case on its merits and the implications for the student to undertake practice experience.
- Students will be requested to attend and complete a DBS application.
- Students requiring a DBS check should contact the Admissions Team at admission.assistant@mrcollege.ac.uk
- If you already have a DBS disclosure and you subscribe to the DBS Update Service, please contact the Admissions Team at admission.assistant@mrcollege.ac.uk
- Please be aware there is a sensitive applications route, which might be applicable to your circumstances: <https://www.gov.uk/guidance/transgender-applications>
- The application will require the following information:
 - Personal details – Name, DOB, contact details, NI number.
 - Full 5-year address history. This must include all dates
 - Place of birth
 - All names known by – Any previously used forenames, middle names or surnames must be provided and the years to and from you were known by these.
- We will then need three forms of identity to process your application:
 - Birth certificate – issued at the time of birth
 - Current photocard driving licence
 - Adoption certificate
 - Current Passport
- You must have at least 1 of the above ID documents. Other documents that can be used in conjunction if you do not have all 3 from the list are:
 - Bank statement (Hard copy, dated within the last 3 months)
 - Utility bill (dated within the last 3 months)
 - Council tax statement (Dated within the last 12 months)

- Benefit letter or any letter addressed to you to from DWP, HMRC and must be dated within the last 3 months
- P45 or P60
- Pensions statement
- Credit card statement (Dated within the last 3 months.
- Mortgage statement (dated within the last 12 months)
- You are required to provide us with originals of identification documents.

Please see acceptable documents here:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>

- Please ensure you include all your addresses, both on and off campus, when completing your application:
 - The address you enter as your current address can be your permanent home address or your student address. Choose the one where you want the DBS to send your certificate
 - Enter all other addresses as past addresses with the relevant start and end dates - the student address you are living at now should have an end date of today
 - Future dates are not acceptable
 - It is fine for address dates to overlap
 - Further address guidance is available here:
<https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide>
- If you have never lived in the United Kingdom, or you have spent 6 months or more living overseas in the last 5 years, aged 16 or over, you will need to provide a 'Police Certificate of Good Conduct' or a Criminal Record History from that country, in English or a notarised translation. Guidance can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Documentary proof is required to support any name changes e.g. marriage certificate, deed poll, except in the case of adoption before the age of 10.

- If you are a Non-UK or Non-EEA National, you will also need to provide your Biometric residence/work permit or your Visa, or an immigration status share code starting with S
- If you are unsure whether you have the required documents, please contact the Student Services Department for advice.
- You will need to book an appointment to have your ID documents checked at the College. All documents shown to the evidence checker must be originals (no photocopies, scans, or online printouts). If you wish to provide a bank statement but bank online, you will need to ask your bank / building society for a printed, dated, stamped, and signed bank statement. Please do not bring a statement you have printed yourself.
- If your application is correct and complete, it will be submitted to the DBS as quickly as possible. If not, your application will be rejected, and you will be contacted by email with instructions on what action to take.
- If you need to pay for your DBS check, you will be guided by the admission team to process a fee of £60.90. The College does not charge any admin fees on DBS checks, the full amount goes to the third party for the service provided.
- It is your responsibility to ensure you have received your DBS disclosure certificate. If you have not received your certificate 14 days after the issue date, please see here: <https://www.gov.uk/government/publications/dbs-certificate-reprint-guide/dbs-certificate-reprint-guide>
- If we need to see your original DBS disclosure certificate once it has been issued, we will contact you. Otherwise, you should just keep it in a safe place, as it is an important document.
- Please contact the admission team at admission.assistant@mrcollege.ac.uk if you have any queries.
- To determine if eligibility exists, please consult the [DBS Eligibility Tool](#). You may also find the guidance at the links below helpful:
 - [DBS workforce guidance](#)
 - [DBS check eligible positions guidance](#)
 - [DBS guidance leaflets](#)