**Template**

**Invitation to email to an applicant to complete a**

**Disclosure & Barring Service Check**

Dear

Thank you for joining the volunteer team at [insert name of church] in the role of [insert role title] For this role you will need to have a DBS check and complete a Confidential Self-Declaration Form.

1. **Confidential Self-Declaration Form**

complete the attached form [attach current Confidential Self-Declaration Form] and email to [insert email address of person – usually vicar or safeguarding co-ordinator or identity verifier]

1. **DBS Application**

Complete the online application form for an ***Enhanced*** DBS check at <https://thirtyoneeight.org/dbs-service/apply-for-a-dbs-check/> When prompted, enter the Organisation Reference **2893A….** [insert your organisation reference number]and Organisation code **BIRMINGHAM2893** then click on ‘Start’ to begin. These codes are case sensitive and you should not leave any spaces in the middle. Your role is[insert role – e.g. charity trustee for PCC members or children’s leader]

1. **Identity Documents**
* Once you have completed both of these forms contact [insert name of identity verifier] to arrange a time to check your identity documents:
	+ Current Passport
	+ Current Driving Licence
	+ UK Birth Certificate
	+ Financial statement or utility bill less than three months old or council tax bill less than twelve months old

You will need at least three of the above documents. If this causes any problems, please do get in touch so we can discuss acceptable alternatives.

 If we can assist further, please do let us know.

 Kind regards