

DBS checks are arranged by the Disclosure and Barring Service, and you may be required to arrange a DBS clearance if you are likely to work with NHS patients or have access to confidential data during your studies.

We now operate an online DBS clearance process for students. The online process is more efficient, and clearances typically only take two or three weeks.

A charge of £50 applies for this service. **Please note, if your studies are being funded by your NHS employer, you are exempt from this charge** – you will need to provide evidence of your funding before you can be exempted.

At the IoP, the Education Support Team (EST) can help you with your DBS clearance. To arrange an appointment please contact Aniello.genovese@kcl.ac.uk. You will need to bring some documents with you when you attend your appointment. Please read the sections below carefully. If you have any questions, please contact a member of staff in EST.

Payment

You need to pay £50 before we can process your DBS clearance. In order to make payment, you should visit the KCL e-store: <http://estore.kcl.ac.uk/>. Once on the site, in the search bar type DBS and click the search icon. The top search result should be 'DBS (formerly CRB) payment - Health Schools - IOP students'. You should click 'add to basket' – you will then be prompted to enter your programme of study and your student number (which you can find on your student card).

Once you have created a user account in the e-store, you will then be able to pay the £50 charge for the DBS clearance. When your payment has been accepted, you should print the confirmation sheet or email confirmation, and bring this with you to your appointment for DBS clearance. Please note we will be unable to process your clearance until we have seen evidence of your payment.

Police Check (Overseas and EU students only)

If you are a student from outside of the UK who has lived in the UK for a period of 5 years or less, the first stage of the process is for you to obtain a Police Check or a 'Certificate of Good Conduct' from your home country to bring with you when you come to complete your DBS.

If you are unsure about where to obtain your documents, please try the following:

- Approach your local police station or your local authority.
- Contact the embassy or the consulate general in your country of residence or in the United Kingdom. Details for embassies in the United Kingdom can be found on the Foreign and Commonwealth website <http://www.fco.gov.uk/en/>, telephone 020 7008 1500.
- Look on the internet - Use a word search such as 'Criminal background check in country of residence'.

Documents to support your DBS application: PLEASE READ THIS SECTION CAREFULLY

In order to be able complete your DBS check you must be able to show:

- 1 document from Table 1, below
- 2 other documents from either Table 1 or Table 2a or 2b, below

Or...

- 1 document from Table 2a
- 2 other documents from either Table 2a or 2b

One of the ID documents must show your current address.

Table 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands (full or provisional)
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

Table 2a: Trusted government documents

Document	Notes
Current driving licence – old-style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Adoption certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK and Channel Islands

Table 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Must still be valid
Credit card statement	UK or EEA	Issued in last 3 months

Document	Notes	Issue date and validity
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	-	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
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	Must still be valid