

Overview

All adult volunteers who minister to anyone under 18 at BCC undergo a security check by providing identity documents, to ensure that our children are adequately protected. We process this security check through the Churches' Child Protection Advisory Service, or CCPAS.

CCPAS in turn process your identity documents with the Disclosure and Barring Service (DBS), which is a non-departmental public body of the Home Office of the United Kingdom. This process is called a DBS check.

BCC needs to see the original physical documents in person. That means they cannot be photocopies or scanned in & sent via email or posted.

BCC will take a copy or a photo of your documents. Copies or photos will be permanently deleted once your application has been successfully submitted to CCPAS, in line with the Data Protection Act.

Please bring ONE document from Group 1 (list shown next pages), plus any TWO others from Groups 1, 2a or 2b (list shown next pages) and show them to one of our Recruiters at BCC, below.

At least one of the documents you provide must confirm your current address.

Recruiters at BCC

Please find and show your original documents to one of the following 4 people:



From left to right: Pastor Nick, Pastor Rachel, Ellie Cave (BCCKids Children's Ministry Leader), Rebecca Schmuda (BCC Receptionist)

Any one of these recruiters can take photos of your documents with their phones; and then they will hand your documents back to you.

These photos of your documents will be permanently deleted as soon as we have entered the details online for you.

Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current driving licence – photo card with counterpart where one is issued. UK/Isle of Man/Channel Islands and EU (full or provisional). (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK and Channel Islands) – issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).
- Adoption Certificate (UK and Channel Islands).

Group 2a – Trusted Government/State Issued Documents

- Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented). All countries (full or provisional) All licences must be valid in line with current DVLA requirements.
- Current driving licence – paper version. UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** – e.g. pension, endowment (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) – valid up to the expiry date.
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK, Gas)*.
- Utility Bill (UK, Electricity)*.
- Utility Bill (UK, Water)*.
- Utility Bill (UK, Landline Phone – not mobile phone)*.
- Benefit Statement* – e.g. Child Allowance, Pension.

- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

* - must be less than three months old.

** - must be issued within the past 12 months.

Not denoted – it can be more than 12 months old.