### Faculty of Health & Social Care

**Titles to be used on DBS Application Form (Form 2)**

<table>
<thead>
<tr>
<th>Title of Course</th>
<th>Information to be used on DBS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accupuncture Integrated Masters</td>
<td>Accupuncture Student</td>
</tr>
<tr>
<td>BA (Hons) Social Work</td>
<td>BA Social Work Student</td>
</tr>
<tr>
<td>PG DipMSc Social Work</td>
<td>MA Social Work Student</td>
</tr>
<tr>
<td>BSc (Hons) Adult Nursing Havering</td>
<td>Adult Nurse Havering Student</td>
</tr>
<tr>
<td>BSc Adult Nursing Southwark</td>
<td>Adult Nurse Southwark Student</td>
</tr>
<tr>
<td>PG Dip Adult Nursing</td>
<td>PG Dip Adult Nurse Student</td>
</tr>
<tr>
<td>BSc (Hons) Mental Health Nursing Havering</td>
<td>Mental Health Nurse Havering Student</td>
</tr>
<tr>
<td>BSc Mental Health Nursing Southwark</td>
<td>Mental Health Nurse Southwark Student</td>
</tr>
<tr>
<td>PG Dip Mental Health Nursing</td>
<td>PG Dip Mental Health Nurse Student</td>
</tr>
<tr>
<td>BSc Learning Disabilities Nursing</td>
<td>Learning Disabilities Nurse Student</td>
</tr>
<tr>
<td>PG Dip Learning Disabilities Nursing</td>
<td>PG Dip Learning Disabilities Nurse Student</td>
</tr>
<tr>
<td>BSc Childrens Nursing Southwark</td>
<td>Childrens Nurse Southwark Student</td>
</tr>
<tr>
<td>PG Dip Childrens Nursing</td>
<td>PG Dip Childrens Nurse Student</td>
</tr>
<tr>
<td>BSc Midwifery 18 months</td>
<td>Midwifery Student 18</td>
</tr>
<tr>
<td>BSc Midwifery 3 years</td>
<td>Midwifery Student 3</td>
</tr>
<tr>
<td>BSc Diagnostic Radiography FT</td>
<td>Diagnostic Radiography Student</td>
</tr>
<tr>
<td>BSc Diagnostic Radiography PT</td>
<td>Diagnostic Radiography Student</td>
</tr>
<tr>
<td>BSc Therapeutic Radiography FT</td>
<td>Therapeutic Radiography Student</td>
</tr>
<tr>
<td>Bridging Course for Radiographers</td>
<td>Bridging Course Radiographers</td>
</tr>
<tr>
<td>PG Dip Pre Registration TR</td>
<td>PG Dip TR Student</td>
</tr>
<tr>
<td>BSc Occupational Therapy FT</td>
<td>Occupational Therapy Student</td>
</tr>
<tr>
<td>BSc Occupational Therapy PT</td>
<td>Occupational Therapy Student</td>
</tr>
<tr>
<td>PG Dip Occupational Therapy</td>
<td>PG Dip Occupational Therapy Student</td>
</tr>
<tr>
<td>BSc Operating Department Practice FT</td>
<td>ODP Student</td>
</tr>
<tr>
<td>Cert He Peri Operative Practice</td>
<td>Cert HE Peri Student</td>
</tr>
<tr>
<td>PG Dip Careers Guidance FT</td>
<td>Careers Guidance</td>
</tr>
<tr>
<td>PG Dip Careers Guidance PT</td>
<td>Careers Guidance</td>
</tr>
</tbody>
</table>

**KEY**

- PT-Part Time
- FT-Full Time

Registry Manager  
June 2014
Faculty of Health & Social Care

DBS (Disclosure & Barring Service) – Evidence of Identity

Please complete the enclosed form with your original documents that you have identified on your on-line application. You can hand these documents into either address below where our staff on our student support help desk at either Campus Site will be able to support and verify your ID documents.

Alternatively the Post Office offers an identity document checking service and for a fee of £7.15 they will check your documents and verify that they have seen original documentation. If you chose this method we shall still need to see your verified documents. These can be scanned, including your receipt from the Post Office to an email that we have specifically set up for this process. The link is provided below.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Southwark/Havering please indicate which campus:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Telephone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Documents enclosed, tick as appropriate

<table>
<thead>
<tr>
<th>Tick</th>
<th>Original Document enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current/Valid Passport</td>
</tr>
<tr>
<td></td>
<td>Biometric residence permit (UK)</td>
</tr>
<tr>
<td></td>
<td>Current valid driving licence – photo card with counterpart UK/CHI (full or provisional)</td>
</tr>
<tr>
<td></td>
<td>Birth Certificate – issued at time of birth UK/CHI</td>
</tr>
<tr>
<td></td>
<td>Adoption certificate (UK or CHI)</td>
</tr>
<tr>
<td></td>
<td>An entitlement document from government</td>
</tr>
<tr>
<td></td>
<td>Bank/Building Society Statement UK or EEA *</td>
</tr>
<tr>
<td></td>
<td>Benefit Statement, e.g. Child Benefit, Pension</td>
</tr>
<tr>
<td></td>
<td>Card with the PASS accreditation logo (UK/CHI)</td>
</tr>
<tr>
<td></td>
<td>Council Tax Statement (UK/CHI) **</td>
</tr>
<tr>
<td></td>
<td>Credit Card Statement UK or EEA *</td>
</tr>
<tr>
<td></td>
<td>EU National ID Card</td>
</tr>
<tr>
<td></td>
<td>Financial Statement e.g. pension or endowment **</td>
</tr>
<tr>
<td></td>
<td>Fire Arms Licence (UK/CHI)</td>
</tr>
<tr>
<td></td>
<td>HM Forces ID Card</td>
</tr>
<tr>
<td></td>
<td>Letter from Head Teacher or College Principal – UK for 16 to 19 year olds in full time education – only used in exceptional circumstances</td>
</tr>
<tr>
<td></td>
<td>Mortgage Statement (UK or EEA) **</td>
</tr>
<tr>
<td></td>
<td>Non-UK Photo Driving Licence **</td>
</tr>
<tr>
<td></td>
<td>P45/P60 Statement (UK &amp; CHI) **</td>
</tr>
<tr>
<td></td>
<td>UK Bank/Building Society account opening confirmation letter</td>
</tr>
<tr>
<td></td>
<td>UK/CHI Birth Certificate issued after birth</td>
</tr>
<tr>
<td></td>
<td>UK Driving Licence – old style paper version</td>
</tr>
<tr>
<td></td>
<td>UK/CHI Marriage or Civil Partnership Certificate</td>
</tr>
<tr>
<td></td>
<td>Utility Bill UK Electricity *</td>
</tr>
</tbody>
</table>
Utility Bill UK Gas *
Utility Bill UK Water *
Utility Bill UK Telephone Landline *
Work Permit/Visa (UK)(UK Residence Permit)

Key:
CHI = Channel Island
* Documents issued within the last 3 months
**Documents issued within the last 12 months

For Office Use Only:

Documents received: 

Validated By: 

Documents Returned: 

Web Links

http://www.postoffice.co.uk/sites/default/files/P6582.pdf Post Office Link

https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide- List of documents needed for your DBS application

http://www.lsbu.ac.uk/contact-us/maps-and-travel#course_Southwark_tab. Map of the Southwark and Havering Campus sites. Faculty of Health is based in K2 at Southwark

Email to send scanned documents to hscdbsoh@lsbu.ac.uk

Registry Manager
June 2014