



**Enhanced Disclosure and Barring Service check Service**

**Initial vetting Provided by the Taekwondo Council United Kingdom**

**The National Governing Body for TKD in the UK.**

**With support from International Taekwon-do Council**

**Please complete & provide via electronic means**

**Email: [council@tkdngb.co.uk](mailto:council@tkdngb.co.uk)**

# **Initiating Your Enhanced DBS Check**

## **Identification Requirements:**

You must provide via email either:

- 2 forms of photographic ID (e.g. a valid passport, driving licence), or
- 1 form of photographic ID plus 2 additional proofs of address (e.g. a bank or building society statement, or a utility/council tax bill—mobile phone bills not accepted).

If you do not have these documents, alternative forms of ID may be possible. Please contact us to discuss.

## **Personal Information Required:**

- Full name, including middle names and titles (e.g. Mr, Mrs, Ms).
- Any previous names used, along with the full dates for each name (from and to).
- Complete address history for the last five years, including the dates for each address (from and to).
- Country, county, and town of birth.
- National Insurance number.
- Identity card number, if applicable.

## **DBS Check Process:**

Please complete this form and return it via email to [council@tkdngb.co.uk](mailto:council@tkdngb.co.uk), attaching photos/scanned images/copies/files of the required ID as listed above.

A DBS Officer will contact you by telephone or video call, depending on the forms of ID provided. The DBS Officer will then process your application, and you will receive an email with your DBS reference number as proof of your application. Please note that you will not be able to track your DBS application until a report has been created.

Once we receive the results, we will provide you with an ITC/TCUK certificate, and you will receive a copy of your full DBS report directly from the DBS service.

We highly recommend that once you receive your report, you upload a copy of your DBS to your Blackculm record, add it as a qualification and set an expiry date of 3 years.

**Please sign below to accept and complete the process:**

.....

**Print Name:**

.....

**Date:**

.....

**Please complete the information below and return it via email. Ensure all entries are typed or written in block capitals, as illegible or incomplete forms will be returned. There is space on the last page of this document for any additional details required.**

<b>First Name</b>	<b>Middle Names</b>	<b>Last Name</b>	<b>TITLE</b>	<b>Date Of Birth</b>
<b>Birth Country</b>	<b>Birth County</b>	<b>Birth Town</b>	<b>National Insurance Number</b>	
<b>Name Changes &amp; the dates used from &amp; until</b>			<b>Identity Card Number if used</b>	
<b>First Name</b>	<b>Middle Names</b>	<b>Last Name</b>	<b>From</b>	<b>Until</b>
<b>Current Full address</b>		<b>Post Code:</b>		
Date Moved In				
<b>Prior Full Address</b>		<b>Post Code:</b>		
IN	Out			
<b>Prior Full Address</b>		<b>Post Code:</b>		
In	Out			
<b>Prior Full Address</b>		<b>Post Code:</b>		
In	Out			
<p><b>A full 5 years is required, to add more address and date please do add at the end of this sheet. If a full 5 years is not provided then your application will be returned.</b></p>				

## **APPLICANT CONSENT**

By completing the information forms contained in this service, I acknowledge and consent that you, International Taekwondo Council LTD, & Taekwondo Council United Kingdom may collect and/or receive and/or process certain personal information and data about me.

I understand that all of my information (including my personal data) will be collected and processed in accordance with the Data Protection Act 2018, and the General Data Protection Regulations 2016

I agree and consent to the personal information that I provide being processed for one or more of the following purposes:

Disclosure Scotland (Basic check, Standard check, Enhanced check)

Disclosure and Barring Service (Basic check, Standard check, Enhanced check)

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. v1.1.

I consent to the Disclosure and Barring Service sending my Basic, Standard or Enhanced Check certificate to my current address as specified on my application.

I understand that I have provided complete and true information in support of my application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

DBS Statement of Fair Processing.

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006. v 9.0.

I have read and understand the [Disclosure and Barring Service Statement of Fair Processing], [Privacy Policy for Applicants](#) and consent is provided to the Responsible Organisation to receive an electronic notification once the Application has been processed. I consent to, International Taekwondo Council LTD signing the application on my behalf and receiving an electronic notification once the application has been processed which states either the 'Certificate contains no information' or 'Please wait to view applicant certificate

## **CANCELLATION/REFUND POLICY:**

As stated by the Consumer Contracts Regulations "The right to cancel can be lost during the cancellation period if the service is provided in full before the 14 days elapses". Our service fee is for the review, additional support and submission of application to Disclosure Scotland or the DBS and we are not able to undo our service once completed. By availing our service, you authorise the ITC and TCUK to start the work immediately and this may affect your right to cancel once your order has been placed. Our processing team work in real time and will in many cases have started the review of your application within minutes of you submitting your application online.

If you request cancellation of the service and a refund is agreed after the application has been checked, reviewed or verified by a member of our staff but before the application has been submitted to the issuing body, an administration fee will be calculated based on the level of work carried out to the point at which you cancelled. You will then be required to accept or decline the refund. In such circumstances where cancellation is requested after the application has been submitted to the issuing body, no refund will be possible as the service will, at that stage, be deemed as having been completed in full.

**Please add any extra details required in the space below.**