



**People
Dancing**

the foundation for
community dance

People Dancing

Enhanced DBS Check application

Dear Applicant,

Please find enclosed:

- DBS application form
- Continuation sheet
- Tips for completing the form
- Providing proof of identity
- FAQ's
- People Dancing Checklist
- DBS Update info
- Address label (not freepost)

This letter and the notes enclosed will assist you to complete your DBS application step-by-step. Mistakes made on your application will delay the application process and may result in your form being sent back to you. If you're in any doubt about a particular section, just call me on 0116 253 3453 or email me: shelley@communitydance.org.uk and I'll be happy to help.

DBS application step-by-step process

1. Complete DBS application form

Use the tips and instructions enclosed to complete your application.

2. Register your form to use the DBS Update Service at www.gov.uk/dbs-update-service (if required)

If you intend to use the DBS Update Service, you can register using the Form Ref. no at the top right of your form. If you choose not to register at this time - but still wish to use the service - you must register your DBS Certificate when it arrives within 19 days of its issue date.

3. Provide proof of identity

See the enclosed list of valid identity documents to choose from and send with your application to us at People Dancing. Original documents only, following Route One in the guidelines in the first instance. Photocopies or certified documents will not be accepted. Allow around two weeks for us to verify your documents, which will be kept secure in our safe until processing.

4. Complete People Dancing Checklist and pay the fee

Indicate your method of payment. We are unable to begin the application process without payment. If your payment is coming through another source, you must let me know or there will be delays in the process.

Foundation for Community Dance trading as People Dancing

LCB Depot 31 Rutland Street Leicester LE1 1RE

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Email: info@communitydance.org.uk www.communitydance.org.uk

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6. Post DBS application to People Dancing

Send the DBS form, original identity documents, checklist and payment by Royal Mail Signed For or Special Delivery. An address label is enclosed.

IMPORTANT

If you want to contact us to check that we have received your application, write your name or initials on the back of your envelope so that we can identify it, as applications received remain unopened secured in our safe until the time of processing.

When will I get my documents back?

After we have countersigned your application, your original documents will be returned to you along with information on how to check the progress of your application. See the note below about return postal options.

If you have further questions about the form and process that aren't covered by the instructions enclosed, please email or call me at People Dancing's offices on 0116 253 3453.

Best wishes,



Shelley Trevelyan
Membership Services Coordinator
shelley@communitydance.org.uk

A note about the return of identity documents

People Dancing is not responsible for documents once they have left our offices. There are two options for return postage of documents. Please see enclosed Checklist for details.