



DBS CHECKS

Alpha Asset Finance need to undertake standard DBS checks for all staff and Appointed Representatives (ARs), including all the AR company's employees.

A. New Staff & ARs

1. We'll contact you to send the following to us (or on behalf of your staff):

a. 2 forms of identity, e.g. photos of the photo page and signature page (if separate) of your current passport **and** a photo of the front and back of your current driving licence. If you have neither, please refer to:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

which is the government site with lists of acceptable documents.

b. A photo of proof of your current address, usually a copy of a current bank/building society statement or a utility bill, all dated within the last 3 months, or a Council Tax statement dated within the last 12 months.

c. Your full address history for the last 5 years, with dates from and to.

d. What nationality you were at birth and the dates from and to if different to your current nationality.

e. Your National Insurance number.

2. If you send any documents in to us that are unacceptable, or not enough correct documents, we'll contact you to request the correct ones.

3. We'll send off the check request to the company we use to make the checks, and you should hear from them directly once the checks have been completed. We also get a notification from them which we keep, securely, together with your proof of identity etc. that you've provided.

4. We'll contact you 10 days before your DBS check is due to expire annually to ask for more proofs of identity/address as required, so we can apply again for your check. Please refer to the 'Existing Staff' section below.

B. Existing Staff and ARs

1. We'll contact you 10 days before your DBS check is due to run out. As you've already completed a DBS check, we may hold some valid proofs already, but when we contact you, we'll ask for any that need resubmitting.
2. Please ensure you send the required documents in time for the clearance to come through in time; this usually takes @3 days.
3. If you send any documents in to us that are unacceptable, or not enough correct documents, we'll contact you to request the correct ones.
4. We'll send off the check request to the company we use to make the checks, and you should hear from them directly once the checks have been completed. We also get a notification from them which we keep, securely, together with your proof of identity etc. that you've provided.
5. Again, please refer to:
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
for clear and useful advice.

In both cases, if you receive a check with 'further notes' in any section, please send a copy of your full report to Nikky or Helen at Alpha Asset Finance.

If you're unsure about any of the process or have any queries (including the progress of your DBS check), please contact Nikky Taylor or Helen Fitzer at Alpha Asset Finance.