



Street Watch QPKR

DBS Procedure – last updated 22 June 2022

Please see below for procedure for Enhanced DBS Check through Brent's Step up Hub:

Please email Faisa Osman at the Step up Hub faisa.osman@stepuphub.org (02088303568 / 07943370822) with the following scanned documents/information and they will then apply online on your behalf:

1. Valid Passport or Travel Document or Biometric Resident Permit or Full Driving Licence Photo Card
2. Place of Birth (city and country) and Nationality
3. National Insurance Card or Document proof of NI
4. Document proof of current address and full five years address history (dates moved in and out)
5. Mother's maiden name

6. If you have changed your name/surname, please state when and what was your previous name/surname

Faisa will complete the first part of the application and then the Director of Step Up Hub will complete the second part.

You should receive your DBS check in the post within 2 weeks or so of them making your online application. Please email me a scan of the DBS check once you receive it.