

ASMAA (Disclosures) ADVICE

Help with your DBS online ...

The online form is very easily laid out for you, but there are a couple of things you need to take note of:

Within the whole spectrum of Martial Arts, we potentially could work with both children and vulnerable adults in our teaching environments. For certification checks we can achieve the best level of disclosure and meet the needs of the Association by paying attention to section 4, under the "Employer" tab, filling it in as laid out below.

(Our Bank and Payment details are on the next help page)

Disclosure And Barring Service (DBS) Application
All Styles Martial Arts Assoc

Applicant (✓) Birth (✓) Employer (✓) Address (✓) Names (✓) Evidence (✓) Submit

Under the "Employer" tab, Section 4:

4. Organisation / Employer's Details
Fields marked * are required

Workforce Type *

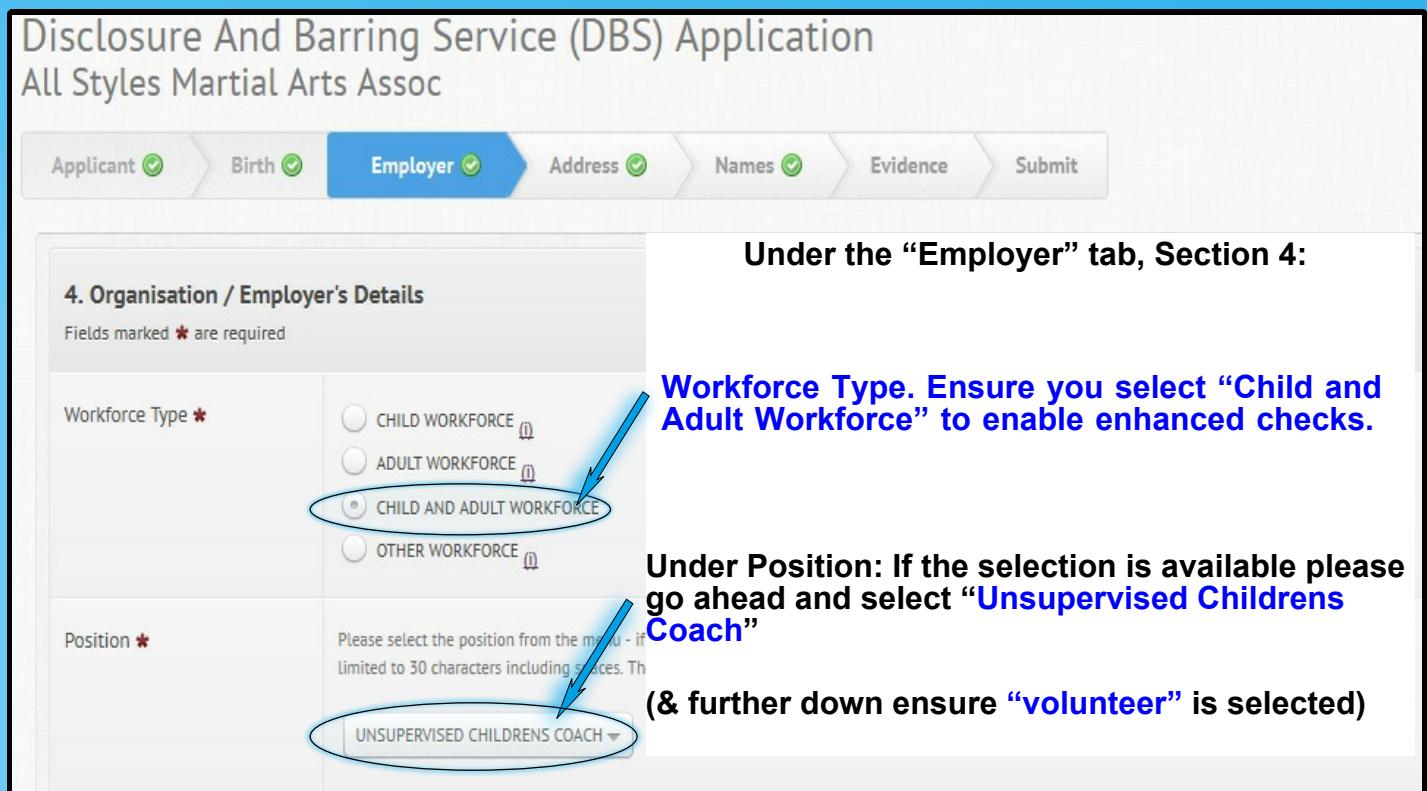
CHILD WORKFORCE (i)
 ADULT WORKFORCE (i)
 CHILD AND ADULT WORKFORCE (i)
 OTHER WORKFORCE (i)

Workforce Type. Ensure you select "Child and Adult Workforce" to enable enhanced checks.

Position *

Please select the position from the menu - if limited to 30 characters including spaces. The

Under Position: If the selection is available please go ahead and select "Unsupervised Childrens Coach"
& further down ensure "volunteer" is selected)



We suggest you complete your form online and submit it - then go on and pay your fee to us.
Note: Nothing will progress until we have received both your payment **and** your ID documents.

A COUPLE OF FAQ'S

What if I make a mistake or get logged off the service?

No problem. Simply start again from the log in screen

I do not work with Children, at all, ever, can't stand them!

Within our industry this is unusual but not exclusive. However as coaches and instructors we invariably work with or around children at some point (competitions for example).

We would still ask that you complete the form anyway - nothing to hide, nothing to fear

What Evidence is Best?

The best route is **ROUTE 1** That is TWO evidences from Group 1, plus ONE from Group 2b. Note: In any selection - you will require between THREE & FIVE evidences. Read the Form Carefully, this is where most people make mistakes!

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Help continued...

Some helpful notes regarding your best ID "Evidence" route:

As with any check, you'll need to prove your identity. "Evidence Provided" allows for three routes - we recommend you follow Route One, as laid out below. ..It's the quickest!

7. Evidence - Which of the following forms of ID are being presented?
Fields marked * are required

Evidence Provided *	<input checked="" type="checkbox"/> Route One (1 document from Group 1, plus 2 from Group 1, 2a or 2b) <input type="checkbox"/> Route Two (1 document from Group 2a, plus 2 from Group 2a or 2b) <input type="checkbox"/> Route Three (Birth Certificate (UK & Channel Islands), plus 1 document from Group 2a and 3 from Group 2a or 2b)
Group 1 Primary Trusted Identity Credentials	<input checked="" type="checkbox"/> Current Valid Passport <input type="checkbox"/> Biometric Residence Permit (UK) <input checked="" type="checkbox"/> Current Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; Photo card only Note: A photo card is only valid accompanied by the associated counterpart licence; except Jersey <input type="checkbox"/> Birth Certificate (UK and Channel Islands) - issued at the time of birth Note: Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Group 2a Trusted Government / State Issued Documents	<input type="checkbox"/> Current UK Driving Licence (Old style paper version) <input type="checkbox"/> Current Non-UK Photo Driving Licence Note: Must be valid for up to 12 months from the date of entrance to the UK <input type="checkbox"/> Birth Certificate (UK and Channel Islands) - Photocopies are not acceptable <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK and Channel Islands) <input type="checkbox"/> Adoption Certificate (UK & Channel Islands) <input type="checkbox"/> HM Forces ID Card (UK) <input type="checkbox"/> Fire Arms Licence (UK, Channel Islands & Isle of Man)
Group 2b Financial / Social History Documents	<input checked="" type="checkbox"/> Bank/Building Society Statement (UK or EEA) issued in the last 3 months <input type="checkbox"/> Utility Bill (UK) - Not Mobile Telephone issued in the last 3 months <input type="checkbox"/> Benefit Statement e.g. Child Allowance, Pension etc. issued in the last 3 months

"Route 1" is your quickest, most preferable option.

You may choose 2 x Group 1 Primary id

..AND 1 x Group 2b id document.
This is your fastest route for approval.
Note: (1) other routes and/or document selections are valid, this just tends to be the quickest.
(2) Route 2 involves a notary - at your additional expense!

PAYING US

Your fee to ASMAA (disclosures) should be sent directly to the account detailed below. The fee is £30. Depending on your account type, most banks offer this service free of charge under the heading "Pay someone new" or similar. You should select this option or contact your bank for guidance.
Payments are made to this account:

Account Name: CSW Sort Code: 09-01-27 A/C No:94071333

Enter a Reference "ASMAA Disclosures" and your Surname to help us find it quickly in the event of any enquiry.

PAYMENT DETAILS & ADDRESS FOR DOCUMENTATION (EVIDENCE)

How much is ASMAA's administration fee?

The fee for your DBS Enhanced level certificate through ASMAA (disclosures) is £30

How do I pay?

As everything is electronic, payment is via direct Bank Transfer.

What about PayPal, Cheque or Credit Cards?

So that we may maintain low overheads, ASMAA (disclosures) does not presently accept any other form of payment.

Where do I send my documents?

Documents for Evidence checking and verification should be sent FAO Tony Bell:
ASMAA (disclosures). Ninant Ganol. Llanllwni. Carmarthenshire. SA39 9DR

We recommend signed for postal services. If you're in any doubt contact;
disclosures@abel-trainingwales.co.uk



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Help continued...

Information regarding "Evidence" routes Two and Three:

On the previous page we gave you some hints and tips for your best route to DBS checks; however Route Two and Three are just as valid, so long as you are aware of a couple of things...

Evidence Provided *	<input type="checkbox"/> Route One (1 document from Group 1, plus 2 from Group 1, 2a or 2b) <input type="checkbox"/> Route Two (1 document from Group 2a, plus 2 from Group 2a or 2b) <input checked="" type="checkbox"/> Route Three (Birth Certificate (UK & Channel Islands), plus 1 document from Group 2a and 3 from Group 2a or 2b)
Group 2a Trusted Government / State Issued Documents	<input checked="" type="checkbox"/> Current UK Driving Licence (Old style paper version) <input type="checkbox"/> Current Non-UK Photo Driving Licence Note: Must be valid for up to 12 months from the date of entrance <input checked="" type="checkbox"/> Birth Certificate (UK and Channel Islands) - Photocopies are not accepted <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK and Channel Islands) <input type="checkbox"/> Adoption Certificate (UK & Channel Islands) <input type="checkbox"/> HM Forces ID Card (UK) <input type="checkbox"/> Fire Arms Licence (UK, Channel Islands & Isle of Man)
Group 2b Financial / Social History Documents	<input checked="" type="checkbox"/> Utility Bill (UK) - Not Mobile Telephone issued in the last 3 months <input type="checkbox"/> Benefit Statement e.g. Child Allowance, Pension etc. issued in the last : <input checked="" type="checkbox"/> A document from Central/ Local Government/ Government Agency/ Local Authority e.g. from the Department for Work and Pensions, the Employment & Support Agency, Job Centre, Job Centre Plus, Social Security <input type="checkbox"/> Credit Card Statement (UK or EEA) issued in the last 3 months <input type="checkbox"/> Mortgage Statement (UK or EEA) issued in the last 12 months <input type="checkbox"/> Financial Statement e.g. Pension, Endowment, ISA etc. (UK) issued in the last 12 months <input type="checkbox"/> P45/P60 Statement (UK & Channel Islands) issued in the last 12 months <input checked="" type="checkbox"/> Council Tax Statement (UK & Channel Islands) issued in the last 12 months <input type="checkbox"/> Work Permit/Visa** (UK) (UK Residence Permit valid up to expiry date) <input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter (UK) issued <input type="checkbox"/> Letter of Sponsorship from future employment provider (must still be valid) Note: Non-UK/Non-EEA only – valid only for applicants residing in the UK <input type="checkbox"/> EU National ID Card (must still be valid) <input type="checkbox"/> Card carrying the PASS Accreditation logo (UK and Channel Islands - must be valid) <input type="checkbox"/> Letter from Head Teacher or College Principal (UK - 16 to 19 year olds issued by the school) Note: Only used in exceptional circumstances when all other documents listed above are not available

"Route Two" still only requires 3 pieces of documented evidence. What it does not have is any "Primary Trusted Identity Credentials" and because of this there are more steps - and costs - for you to take. For an extra fee, you will be required to take your documents to an Approved location for a mandatory check to verify proof of identity; as valid as this is and cost aside, it will take far longer and is significantly less convenient.

"Route Three". For this you will need to provide us with a total of FIVE (5) documents.

We suggest two (2) from Group 2a plus three (3) from Group 2b. The items listed in these groups are in preferential order: ie the higher up the list the quicker they may get processed. For your own ease though, we suggest simply using your Driving license (both parts are better please) and your Birth Certificate, then a Utility Bill (not your mobile 'phone bill), a document from the Government (like Job Centre/HMRC/DWP etc) and finally your Council Tax Statement. Obviously, as always, all other combinations as listed on the form, are valid.

We acknowledge it is always a concern when you're being asked to send personal data and details elsewhere. With ASMAA (disclosures) your details are completely confidential and will never be discussed with any third person. Read below to see what we do with your Documentation.

Why do I need to send you documents?

We are tasked to collect and verify documents before submission to the DBS. We need to do this as a requirement of law.

What if I send the wrong documents?

No problem at all, we will contact you and let you know what is needed.

How long do you keep my documents?

As authorised officials, we colour scan your documents, then send them back to you as soon as possible. We do not keep original documents..

Why do you scan them?

We must keep a record of what has been sent until the DBS is satisfied and has issued your Certification. Once certification is complete, we confidentially destroy any trace of your documentation, printed papers and scans.

We do not keep any copies for any purpose at all.

disclosures@abel-trainingwales.co.uk

