**New Parent Helper/Leader DBS Procedure**

1. Parent/New Helper fill in **Adult information form**

* Irregular helpers DO NOT need references
* Regular Helpers/Leaders DO need references

1. Parent also fill in **Identity Checking Form** and bring in the three forms of ID.
2. **Leader check the ID and let Lou know all matches up** (if they have done the form and you have confirmed the ID has been checked, Lou doesn’t need copies of the ID)
3. Send, take or Scan/Email the Forms over to Lou - [richmondappointmentsec@gmail.com](mailto:richmondappointmentsec@gmail.com)