

For help and assistance in completing this page please follow DBS guidance on the website - www.homeoffice.gov.uk/dbs
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?

no

yes

X apply for a DBS check

60 not used

D O N O T U S E

61 position applied for

62 organisation name

63 level of DBS check

Please cross one box only

standard

If crossed go to x67

enhanced

If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children?

no

yes

65 are you entitled to know whether the applicant is barred from working with adults?

no

yes

66 does this position involve working with children or adults at the applicant's home address?

no

yes

67 application type

application is for a new post holder

application is for an existing post holder

application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer?

no

yes

By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

Y statement by registered person

69 registered body number

70 countersignatory number

71 do you have payment on account?

no

yes

Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person
(please sign within the box provided)

73 date of countersignature

Z DBS use only

74 payment type received

cheque

postal order

multipayment

voucher

75 examined by

Application form



Disclosure & Barring Service

Form Ref

PO Box 110,
Liverpool L69 3EF

This form can be used to apply for a Disclosure and Barring Service (DBS) check. APPLICANTS MUST COMPLETE SECTIONS **a, b, c AND e ONLY**. DO NOT COMPLETE SECTIONS **d, w, x, y OR z**. If you require help in completing the form, you can call the DBS on 0870 90 90 811, visit our website on www.homeoffice.gov.uk/dbs or talk to the person who provided you with this form. Failure to complete this form correctly will delay your application.

Applicants need not enter names relating to their previous gender, but must contact the Sensitive Team on Sensitive@db.s.gsi.gov.uk if this option is to be exercised.

YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses

YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

proving your identity

After you have completed sections a, b, c and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. Please refer to the ID checking guidelines which can be found at www.homeoffice.gov.uk/dbs

identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b and should be issued within a certain period, see ID checking guidelines.
- Wherever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

fair processing notice

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from www.homeoffice.gov.uk/dbs
- Payment (if you have been asked to provide this).

a applicant's details

1	title	mr ☐	mrs ☐	miss ☐	ms ☐	other
2	surname					
3	forename(s)					
4	have you ever been known by any other names?	no ☐	yes ☐	If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14		
5	surname					
6	forename(s)					
7	dates from and to	MMYYYY – MMYYYY				
8	surname					
9	forename(s)					
10	dates from and to	MMYYYY – MMYYYY				
11	surname					
12	forename(s)					
13	dates from and to	MMYYYY – MMYYYY				
14	date of birth	DDMMYY				
15	gender	male ☐	female ☐			
16	place of birth (town)					
17	place of birth (country)					
18	e-mail address					
19	contact telephone number					
20	do you have a national insurance number?	no ☐	yes ☐	If 'yes' you must complete a21, if 'no' go to a22		
21	national insurance number					
22	do you hold a valid UK driving licence?	no ☐	yes ☐	If 'yes' you must complete a23, if 'no' go to a24		
23	driving licence number					
24	do you hold a valid passport?	no ☐	yes ☐	If 'yes' you must complete a25, a26, and a27, if 'no' go to a30		
25	passport number					
26	nationality					
27	country of issue					
28	not used	DO NOT USE				
29	not used	DO NOT USE				
30	do you have a Scottish vetting & barring number?	no ☐	yes ☐	If 'yes' you must complete a31, if 'no' go to section b		
31	Scottish vetting & barring number					

registered body use only

a1-a3 verified ☐

a14 verified ☐

a21 verified ☐

a23 verified ☐

a25 verified ☐

registered body use only	
a1-a3 verified	
a14 verified	
a21 verified	
a23 verified	
a25 verified	

b current address

Please give details of your current address.
This is the address to which all correspondence will be sent.

32	address																																		
33	town/city																																		
34	county																																		
35	UK postcode									36	country																								
37	at address since	M	M	Y	Y	Y	Y	registered body use only																											

registered body use only	
current address verified?	☐

C other addresses

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.homeoffice.gov.uk/dbs. If not applicable, go to section e.

38	address
39	town/city
40	county
41	UK postcode
42	country
43	dates from and to
44	address
45	town/city
46	county
47	UK postcode
48	country
49	dates from and to

EXAMPLE USE

d do not complet

[illegible]

e declaration by the applicant

55	have you ever been convicted of a criminal offence or received a caution, reprimand or warning?	no ☐	yes ☐	Applicant declaration (please sign within the box provided)
56	declaration by the applicant			

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57	date of signature	D	D	M	M	Y	Y	Y	Y
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