

DBS Application Form Guidance

January 2019



Guidelines for completing and checking your Disclosure and Barring Service (DBS) Application Form

Please read these guidelines carefully to ensure your application form is completed correctly

Step 1: Completing the application form

- Write clearly in CAPITAL LETTERS using black ink placing only one letter or number in each box. Leave a blank box as a space between words.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Do not place any stickers or stamps on the form e.g. address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place an X in the correct box and circle it.
- If you make a mistake when writing in your details, put a line through the mistake and, if enough empty boxes remain in that field, write the correct information starting in the next available box to the right. If there is not enough space, you **must** use an official continuation sheet.
- Continuation sheets must be used for all information you are not able to fit on your application form, including 'other names' and 'other addresses'. These can be downloaded from the [DBS website](#) or you can request one from the HR team. Alternatively, have your information to hand at your appointment and a continuation sheet will be available.
- Follow the same general rules outlined here when filling in the continuation form.
- Continuation sheets should be placed inside the application form - do not attach anything to the form by any means i.e. staples.
- You **must** complete all of the mandatory information within the form i.e. the fields marked in yellow - Sections a, b, c, d and e plus any other fields relevant to your application.
- If you answer 'yes' to any of the mandatory fields marked in yellow, you must go on to complete the rest of that section requested.

**If any required information is missing, your application
will be rejected and your application delayed**

Section a) Applicant's Details

- a1** Put a cross through your title, if 'other' please detail in the boxes provided e.g. Dr
- a2 & a3** Enter current surname and **all** forenames
- a4 – a13** You must tell us if you have ever been known by any other names – this includes surnames and forenames i.e. through marriage, civil partnership, divorce, deed poll or for any other reason. Enter dates in the correct format (MM/YYYY)
- a14** Enter your date of birth in the correct format (DD/MM/YYYY)
- a15** Put a cross in the box to indicate your gender
- a16 & a17** Enter your place of birth (town) and place of birth (country)
- a18** Please provide an email address if you have one
- a19** You don't have to provide us with a contact telephone number, but it is helpful if we need to contact you about your application. You can provide either a mobile number or a landline (including the area code)

a28 – a29 Please leave these sections blank.

The remaining fields in section a) relate to your personal documentation i.e. your National Insurance number, driving licence and passport. You must indicate if you have any of these by placing a cross in the respective boxes.

If you place a cross against one of the 'yes' boxes e.g. to indicate that you hold a valid passport, you must also provide the other details requested on the form. E.g. for your passport, you must go on to provide the document number, your nationality and country of issue.

If you don't have any of these documents, please put a cross in the respective 'no' box and move on to the next question.

Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Do not use correction fluid.

If you have indicated that you hold a driving licence or a passport, you must produce the original documents for the Registered Body to validate the documents.

Section b) Current Address

Sections b) and c) of the application form ask you for details of your five-year address history.

Provide the address where you are currently living in section b). This will be where your Disclosure and Barring Service certificate is sent to.

Please ensure that you provide a complete address. The only field that is not mandatory is the county (b)34).

If your current address is outside of the United Kingdom, you must still provide the name of the country where you live but can leave the postcode field blank if not applicable.

In b)37 put the **month and year** that you moved into this address i.e. MM/YYYY.

Section c) Other Addresses

If you have not lived at the address entered in Section b) for at least five years, you must provide all the other addresses you have lived during that time.

There should be no gaps in your address history as your application will be rejected.

If you have lived overseas during this period, you should include those addresses.

There is space on the form to record up to two additional addresses. Please start with your most recent address and work backwards. You must also include the dates that you lived at each address i.e. **the month and year** (MM/YYYY). Ensure that there are no gaps in your address history as this your application will be rejected.

Further addresses should be provided on an official continuation sheet. These can be downloaded from the [DBS website](#) or you can request one from the HR team. Alternatively, have your information to hand at your appointment and a continuation sheet will be available.

Section d)

Leave this section blank.

Section e) Declaration by the Applicant

e)55 CRIMINAL RECORD:

Please put a cross in the relevant 'yes' or 'no' box.

If you have any criminal convictions, cautions, reprimands or final warnings, check the list of offences that will be filtered so you are informed about whether to disclose your criminal information.
www.gov.uk/government/collections/dbs-filtering-guidance

e)56-57 DECLARATION:

Before signing the form, you must read the declaration. If you agree that the information you have provided is complete and true, sign and date the form ensuring your signature is contained within the box.

Section w, x, y and z (back page)

Leave this section blank.

Step 2: Checking Your Application Form

Have you:	Tick (✓)
Used a black pen?	
Used capital letters?	
Corrected any mistakes? (without using correction fluid)	
Completed all mandatory fields (marked in yellow)	
Provided a full 5-year history? (no gaps or overlaps)	
Signed and dated your application? (section e)	
Contacted HR to book an appointment to check form and ID?	
Have acceptable and original signed ID documents ready? (see guide enclosed)	

Step 3: Completing the Process

Make a note of the form reference number (this is displayed in the top right hand corner on the front of the application form). Use this number to check the progress of your application on the DBS website; <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

What do I do once I receive my certificate?

Your certificate will be sent to you from the Disclosure and Barring Service, to your current address as provided on your application form.

It is your responsibility to present your certificate to a member of the Human Resources team