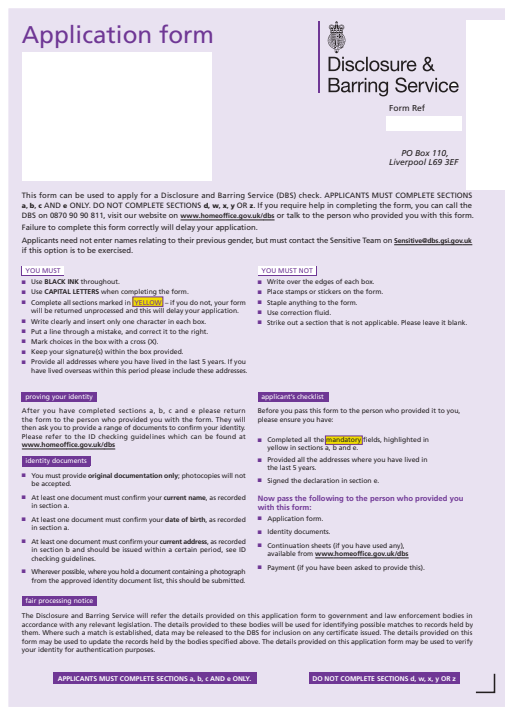


An applicant's guide to completing the DBS application form

General rules

- Please do not submit photocopies of the application form, these will be returned.
- Please do not send any identity documents with your application.
- Use **BLACK INK** when completing this form and insert only one character in each box.
- Use **CAPITAL LETTERS** when completing this form.
- All sections in **YELLOW and their associated fields** are mandatory and must be completed.
- **DO NOT COMPLETE QUESTION a28, a29 or section d – these are no longer mandatory fields.**
- If a field does not apply to you, please **leave it blank. Do not enter N/A** or any variation.
- If you make a mistake, put a line through and correct it to the right. **DO NOT** use correction fluid.
- Ensure you supply all of the addresses you have lived at in the last five years including any overseas addresses (see guidance on other addresses - rules).
- If there is insufficient space on the application form, download and complete a continuation sheet at www.homeoffice.gov.uk/dbs-continuation-sheet. **If you do not have access to the internet, you can request this from the organisation that asked you to apply.**
- If you have selected more than one of the **YES/NO** options in error, place a cross in the correct box and circle it.
- Keep your signature within the provided box.
- You must not include stamps or stickers on the form.
- Transgender applicants should contact the DBS sensitive applications line on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice about completing the form.
- If you have any further enquiries about the application process or on completing your application form, please contact the DBS Customer Services Call Centre on **0870 90 90 811**.



The image shows the cover page of the DBS Application form. At the top left, it says 'Application form'. At the top right, it features the Disclosure & Barring Service logo and the text 'Disclosure & Barring Service', 'Form Ref', and 'PO Box 110, Liverpool L69 3EF'. Below this, there is a large white box for the form. Underneath the box, there is a section titled '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@dbs.gsi.gov.uk if this option is to be exercised.

There are two columns of instructions: 'YOU MUST' and 'YOU MUST NOT'. The 'YOU MUST' column includes: 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.

The 'YOU MUST NOT' column includes: 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.

There are two sections: 'proving your identity' and 'applicant's checklist'. The 'proving your identity' section says: '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'. The 'applicant's checklist' section says: 'Before you pass this form to the person who provided it to you, please ensure you have: Completed all the yellow 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).

At the bottom, there are two boxes: 'APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY.' and 'DO NOT COMPLETE SECTIONS d, w, x, y OR z.'

Section a - your current and previous names

If a field does not apply to you, please leave it blank. Do not enter N/A or any variation.

You will be asked by the Registered Body to confirm all of the details that you provide in this section.

- Enter your title in section **a1**.
- Enter your current surname in section **a2**.
- Enter your current forenames in section **a3**.
- Indicate whether you have been known by any other names by selecting **yes** or **no** at **a4**.
- If you select **yes** you **must** provide all other names you have been known by from **birth**.
- For each name you provide, you must ensure that the forename and surname fields are **both** completed.
- You must provide the **from** and **to** dates for every name you have been known by using the **MMYYYY** format **only**. Ensure your dates are entered in descending order.

0 5 1 9 7 7

- If you are using two names concurrently e.g. for professional purposes, you should enter your primary name in **a2/3** and your secondary name in **a5**, including forenames and enter the current date in the date to field.
- Applicants who were adopted before the age of 10 do not need to provide their name at birth.

If you need to provide any other names, you can use a continuation sheet available from www.homeoffice.gov.uk/dbs-continuation-sheet

a applicant's details	
1 title	mr <input type="checkbox"/> mrs <input checked="" type="checkbox"/> miss <input type="checkbox"/> ms <input type="checkbox"/> other <input type="checkbox"/>
2 surname	B R O W N
3 forename(s)	J A N E
4 have you ever been known by any other names?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.crb.gov.uk
5 surname	S M I T H
6 forename(s)	J A N E
7 dates from and to	0 1 1 9 9 1 - 0 6 2 0 0 2
8 surname	J O N E S
9 forename(s)	J A N E
10 dates from and to	0 7 1 9 8 7 - 0 1 1 9 9 1
11 surname	C L A Y T O N
12 forename(s)	J A N E
13 dates from and to	0 1 1 9 7 9 - 0 7 1 9 8 7

- Enter your date of birth in section **a14** using the DDMMYYYY format e.g. 8th February 1981 must be entered as:

0 8 0 2 1 9 8 1

If you do not provide a full date of birth or you use an alternative format, your form will be returned to you.

- Complete **a15** - **a19**.
- If you have a National Insurance Number (NINO), select Yes at **a20** and enter your number in **a21**.

Section a – driving licence

- If you have a UK Driving Licence Number select **yes** at **a22** and enter your number in **a23**.

This includes the Channel Islands and the Isle of Man. For more information visit www.homeoffice.gov.uk/dbs

We do not require foreign driving licence information.

Driving Licence Format

The correct driving licence format must be used. If you enter information incorrectly, your application form may be returned.

R	O	B	I	N	7	5	7	0	2	5	J	M	9	9	9	0	1
N	N	N	N	N	Y	M	M	D	D	Y	I	I	C	C	C	C	C

Characters	Explanation
NNNNN	The first five characters of your surname.
YY	The year you were born. (These figures do not run in sequence in the driving licence number and appear as the 6th and 11th characters.)
MM	The month of your birth. For female applicants, the seventh digit will always have the value of five added to the first digit. e.g. November will appear as 61 instead of 11.
DD	The day of your birth.
II	The initials of your forename(s). If you do not have a middle name, the number nine will replace the 13th character.
CCCCC	Randomly generated digits.

- If you have a **passport**, select **Yes** at **a24** and complete sections **a25** to **a27**.

Passport details must include number, nationality and country of issue.

Section b/c - current and other address

Your Current Address

Provide the address where you are currently living in section **b**. This will be where we will send the results of your DBS check. Provide all other addresses you have resided at in the last five years in section **c**. For each address, ensure you provide:

- The house name/number and street.
- The town/city.
- The county.
- The postcode.
- The country.
- Enter the date you moved into your current address in **b37** using the MMYYYY format only.

0 5 1 9 7 7

- For previous addresses, enter the date you moved into and out of each of the addresses using the MMYYYY format only.

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

32 address I 0 6 S T . A L B A N S R O A D

33 town/city W E S T B R O U G H T O N

34 county D E R B Y S H I R E

35 UK postcode L L 6 7 8 Y T **36** country U N I T E D K I N G D O M

37 at address since 1 0 2 0 0 8

Section c - other addresses - rules

- **British Forces Post Office** (BFPO) addresses only require the BFPO number and the dates you lived at the address.
- If you had no fixed abode for a period of time or you were travelling within the United Kingdom, enter **NO FIXED ABODE** or **TRAVELLING** in the first address line, the Town/City you were in and the dates you stayed.
- If you have worked or lived on a **ship**, include the **mooring address** of the vessel for the period you were aboard.
- If you lived at a **protected address or a refuge**, you only need to supply the address. **Please do not make reference to the nature of this address.**
- If you have lived overseas for an extended period, you should enter **OVERSEAS** into the first line of your previous address and enter the **country** and **dates** in the provided fields however we **do not** need to know about holidays on boats or ships unless they have essentially become your permanent residence, in which case it should be included.

Students/Travelling Employees/Medical Staff

- If you are a student, frequently travel with your work or are employed as medical staff and live in accommodation you may have **another permanent address which you think of as home**. This address maybe a family home or your parents house where you normally live when not away, for example during an academic year.
- There may appear to be gaps between your addresses, as you leave one address for another or your addresses may overlap. Whilst we are able to accept overlapping addresses, we will use your permanent address to fill any gaps in your address history provided a full five year period has been supplied.
- If you are having difficulty completing your address history, visit www.homeoffice.gov.uk/dbs or contact the DBS on **0870 90 90 811**.

What happens next?

- **Do not complete section d**
- Complete all fields in section **e** and sign the declaration.
- **Section e**, question **55** is asked by the DBS to an applicant for Police National Computer (PNC) matching purposes only. If you have applied to and received confirmation from the police that a repealed offence has been removed from the PNC, you do not need to factor this offence into the answer given to this question. A repealed offence that has been removed from the PNC will not appear on a DBS certificate.
- Once you have completed sections **a**, **b**, **c**, and **e** of the application form, read through it to make sure that you have supplied all the information that has been requested.
- Record your **Form Reference Number** from the front of the application form so that you can track the progress online by going to www.homeoffice.gov.uk/dbs and selecting 'online tracking'.
- The online tracking service is **free to use**.
- As an applicant you **must not send your form directly to the DBS**.
- Your application form, and any continuation sheets you have used, should be handed back to the person who asked you to complete it, along with original documentation to confirm your identity.