



Disclosure &  
Barring Service

**Everything you always wanted to  
know about form completion...  
but were afraid to ask!**



Disclosure &  
Barring Service

## Application form guidance

### Introduction

We receive approximately 4 million Disclosure applications each year. Out of the 4 million applications received approximately 55% are submitted on paper application forms, with 10% of those forms received containing errors.

In short, over 200,000 application forms per year are rejected due to errors.

We monitor application form errors and work with you to help reduce delays to our service and costs for us all. However, we rely on you to help to reduce the errors further.

The advice contained within this e-guide will help you ensure that the information provided by the applicant is accurate, resulting in improved processing times.

This e-guide should take approximately 30 minutes to complete.



Disclosure &  
Barring Service

## Application form guidance

### Contents

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## Application form guidance

### Before you start...

Have you read the guidance on the front of the application form?

- Mandatory fields (yellow for applicants/blue for countersignatories)
- Has black ink been used?

Have you checked that the information on the form matches the identity documents supplied?

- Check that names/addresses/date of birth appear on the form as they do on the identity documents. Click [here](#) to find out more about identity checking guidelines.

Can you read the applicant's handwriting?

- Poor quality writing may lead to incorrect information being released on the DBS certificate. A fresh application form maybe the best option in some circumstances.

## Section a

### Names

**a** applicant's details

1 title	mr	<input checked="" type="checkbox"/>	ms	<input type="checkbox"/>	miss	<input type="checkbox"/>	ms	<input type="checkbox"/>	other	<input type="text"/>
2 surname	ROBINSON									
3 forename(s)	CHRISTINE JOSEPHINE									
4 have you ever been known by any other names?	no	<input checked="" type="checkbox"/>	yes	<input type="checkbox"/>	if 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14					
5 surname	JONES									
6 forename(s)	CHRISTINE JOSEPHINE									
7 dates from and to	0 8 1 9 9 5 - 0 9 2 0 0 3									
8 surname	YATES									
9 forename(s)	CHRISTINE JOSEPHINE									
10 dates from and to	0 7 1 9 7 5 - 0 8 1 9 9 5									

Earlier, we asked if you had read the guidance on the front of the application form. Hands up those who did? Our advice for checking a completed application form is to assume the applicant has not read this guidance. First things first, you must make sure that all of the mandatory fields, indicated in yellow, have been completed. We will reject any forms where mandatory fields have not been answered.

Your next task is to check the names on the application form match those on the applicant's identity documents. Keep a close eye out for middle names that the applicant may not have included on the application form. The applicant has indicated a title of MRS, and answered NO to a4. This is an acceptable response. However, it would be advisable to confirm with the applicant that they have no previous names to declare.

Where the answer is YES, the applicant must provide all other names they have been known by from birth, unless an exception applies.

Where the applicant provides previous names, you must ensure they have included their SURNAME, FORENAME(S) and DATES FROM AND TO (in the format MMYYYY only).

For example, if the applicant was adopted before their 10th birthday, this previous name(s) does not have to be declared.

We will cover names relating to a previous gender at a15.

If your applicant has provided previous name history, you should check the earliest 'from' date at a5-a13 (or on a continuation sheet) against the date of birth, to confirm the applicant has provided names dating back to their birth.

If the applicant has more than 3 previous name combinations, you should make sure they provide these additional names on a continuation sheet, available from <https://www.gov.uk/government/publications/dbs-continuation-sheet>.

The image shows a section of a form titled 'Section a' with sub-sections 'a14-a19'. The form is for the 'Disclosure & Barring Service'. It contains several fields for personal information:

- 14 | date of birth:** A date field showing '02 07 2013' with a small 'X' over it, and a space to the right for '02 07 1975'.
- 15 | gender:** Radio buttons for 'male' and 'female', with 'male' selected.
- 16 | place of birth (town):** A text field containing 'ST IVES CORNWALL'.
- 17 | place of birth (country):** A text field containing 'UNITED KINGDOM'.
- 18 | e-mail address:** An empty text field.
- 19 | contact telephone number:** An empty text field.

The next thing you must check is that the applicant's date of birth matches with the identity documents they supply. We have received applications from people who have yet to be born, as the year of birth has been entered incorrectly as the current year. You must only apply for checks for applicants who are 16 or over at the time of application. An incorrect date of birth should be crossed out and the correct date entered in the space to the right.

Applicants need to supply the DBS with names relating to their previous gender but these do not need to be entered on the application form.

**\*\*Transgender applicants should contact the DBS sensitive applications team on 0151 676 1452 or email [sensitive@dbs.gsi.gov.uk](mailto:sensitive@dbs.gsi.gov.uk) for further advice about completing the form.**

**\*\* The term transgender is used here to include people who are undergoing or have undergone a permanent change of gender.**

a16 asks the applicant to enter the town in which they were born. Many applicants also include the county on this line, to take account for the number of towns that appear in a variety of locations in the UK. Including the county at a16 is acceptable, and can help in our decision-making process. However, they should not enter the county at a17.

a17 requires the applicant to enter the country in which they were born. For applicants born in the UK, we would expect to see UNITED KINGDOM, however we will accept variations such as WALES.

The applicant is not required to provide a response to a18 or a19. However, if they do, we can use these contact details throughout the application process to clarify issues that come to light as part of their check.

**Section a**  
Disclosure & Barring Service a20-a27

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 JA123456B ✓

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 ROBIN757025CJ9WH29 ✓

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 BRITISH ✓

27 country of issue


When the answer to a20, a22 or a24 is YES, then the information must be provided in the line(s) below.

If the answer is YES and they do not provide this information the form will be rejected.

If the answer is NO, the applicant may proceed to the next mandatory question. Confirm with the applicant that NO means NO. For example if they answer NO to a20, the applicant is declaring that they do not have a national insurance number.

If the applicant has answered NO at a24, they must not make any entry at a25-a27. If they do make an entry at a25-a27, having answered NO at a24, confirm with the applicant that NO means NO, and draw a line through the entry as below.

To correct a NO response to make it YES, an X must be entered in the YES box. Circle the box to confirm this is the correct answer, and enter the national insurance number at a21.



Disclosure & Barring Service

## Section a

### The driving licence 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

R

O

B

I

N

7

5

7

0

2

5

C

J

9

W

H

2

7

JAN	01 =	51	JUL	07 =	57
FEB	02 =	52	AUG	08 =	58
MAR	03 =	53	SEP	09 =	59
APR	04 =	54	OCT	10 =	60
MAY	05 =	55	NOV	11 =	61
JUN	06 =	56	DEC	12 =	62

The first 13 characters of an individual's driving licence number relate to their personal details, and you can use this to ensure your applicant has provided accurate information in the current name and date of birth fields. If the details provided at a3-a14 do not correspond with the driving licence number, the form will be rejected.

The first 5 characters represent the first five characters of the individual's surname. If the surname is less than five characters the remaining spaces will be made up using computer generated 9. (eg MAN99). If the surname begins MAC, For example MACDONALD, the A will be dropped and the driving licence number would begin MCDON.

The next 6 numbers represent the individual's date of birth.  
 The first and sixth numbers represent the year of birth, in this case 1975.  
 The second and third numbers are the month of birth. For a female driving licence, '5' is added to the first number relating to the month of birth.  
 Therefore in this example 57 represents July (07). October (10) would appear as 60 on a female driving licence. For a male driving licence, July would remain as 07.  
 The fourth and fifth numbers show the day on which the individual was born.

The letters CJ represent the initials of the individual's first two forenames. If your applicant has only one forename, the initial letter will be followed by a 9. In this example, the driving licence would record C9. You should compare the initials against the forenames provided at a3 to ensure the applicant had included forenames consistent with the information on their driving licence.

The next 3 characters are computer generated, and do not relate to the individual's personal information. The final 2 characters required are the driving licence issue number.

## Question



Disclosure &  
Barring Service

### Section a

Pick the correct example

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 ROBINSON

6 forename(s) CHRISTINE JOSEPHINE

7 dates from and to 062003 - TODATE

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 ROBINSON

6 forename(s)

7 dates from and to 062003 - 052009

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 ROBINSON

6 forename(s) CHRISTINE JOSEPHINE

7 dates from and to 062003 - 052009



Disclosure &  
Barring Service

### Section a

Pick the correct example

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 ROBINSON

6 forename(s) CHRISTINE JOSEPHINE

7 dates from and to 062003 - TODATE

Close, but you should have noticed that Christine has entered 'TODATE' at a7, instead of MMYYYY, or in this case, 052009.



Disclosure &  
Barring Service

### Section a

Pick the correct example

This response throws up a further question; What was our applicant's forename between 062003 and 052009? Christine would be required to enter CHRISTINE JOSEPHINE in the forename(s) field, as we do not assume that her forename has not also changed.

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 ROBINSON

6 forename(s)

7 dates from and to 062003 - 052009



Disclosure &  
Barring Service

### Section a

Pick the correct example

You got it! As the answer to a4 is yes, Christine is required to enter full details at a5-7. As you have spotted, this is exactly what she has done.


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 ROBINSON

6 forename(s) CHRISTINE JOSEPHINE

7 dates from and to 062003 - 052009

## Question

 **Section a**  
Pick the correct example


2 | surname | ROBINSON | | | | | | | | | |  
3 | forename(s) | CHRISTINE | JOSEPHINE | | | | | | | | | |  
14 | date of birth | 0 2 0 7 1 9 7 5 |

Match the name and date of birth to the correct driving licence 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 | ROBIN707025CJ9WH27 |

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 | ROBIN757025CJ9WH27 |


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 | ROBIN757025JC9WH27 |

 **Section a**  
Pick the correct example

2 | surname | ROBINSON | | | | | | | | | |  
3 | forename(s) | CHRISTINE | JOSEPHINE | | | | | | | | | |  
14 | date of birth | 0 2 0 7 1 9 7 5 |

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 | ROBIN707025CJ9WH27 |


Check the gender of our applicant – remember that 07 for July should be recorded as 57 in the driving licence number when it relates to a female licence holder.

 **Section a**  
Pick the correct example

2 | surname | ROBINSON | | | | | | | | | |  
3 | forename(s) | CHRISTINE | JOSEPHINE | | | | | | | | | |  
14 | date of birth | 0 2 0 7 1 9 7 5 |

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 | ROBIN757025CJ9WH27 |

You're spot on! All of the information supplied matches the driving licence number. Try applying this to all of the applications you check to make sure forms are not rejected unnecessarily.

 **Section a**  
Pick the correct example

2 | surname | ROBINSON | | | | | | | | | |  
3 | forename(s) | CHRISTINE | JOSEPHINE | | | | | | | | | |  
14 | date of birth | 0 2 0 7 1 9 7 5 |

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 | ROBIN757025JC9WH27 |

Check Christine's forenames – Christine Josephine. The initials on the driving licence number suggest her initials should be JC, and not CJ. In this instance, you should check the driving licence again, and ask Christine about the correct order of her names.



Disclosure & Barring Service

## Section b

### Current address

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

b	current address		
32	address	1 5 C R E D I B I L I T Y S T R E E T	
33	town/city	B R I S T O L	
34	county		
35	UK postcode	BS 1 1 ND	36 country UNITED KINGDOM
37	at address since	0 6 1 9 8 3	

registered body use only  
current address verified? ☐

The applicant should always leave an empty box between each term. Failure to do so can lead to unnecessary delays. In this example, simply put a line through the address, and repeat it again (with spaces) on the line below.

Failure to enter the town/city at b33 will lead to the form being rejected.

County is not a mandatory field, and may be left blank.

Postcode can be provided with or without a gap between the terms.

Where appropriate, country should read UNITED KINGDOM, but variations such as WALES will be accepted. For guidance on completing a current overseas address, click on the 'Overseas' tab on page 14 of this guide.

At address since should read MMYYYY.

Disclosure & Barring Service

## Section 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](http://www.homeoffice.gov.uk/dbs).  
If not applicable, go to section e.

c	other addresses		
38	address	1 4 M I L K Y W A Y	
39	town/city	B R I G H T O N	
40	county		
41	UK postcode	BN 1 1 ND	42 country UNITED KINGDOM
43	dates from and to	0 9 2 0 1 2 0 6 2 0 1 3	
44	address		
45	town/city		
46	county		
47	UK postcode		48 country
49	dates from and to		



Section c is not just for previous addresses; it is for ALL other addresses lived at in the last 5 years.

The screenshot shows the top portion of a form titled 'Section c Unusual address history'. On the left, the 'Disclosure & Barring Service' logo is visible. The title 'Section c' is in a large, bold font, with 'Unusual address history' below it. A list of links is provided, each underlined: 'Student', 'Working away from home', 'Frequent traveller', 'Living on a canal boat, cruise ship or merchant vessel', 'No fixed abode', 'Member of HM Armed Forces', 'Overseas', 'Living in a refuge or sheltered accommodation', and 'In prison'.

This screenshot shows the 'Unusual address history' form for a 'Student'. It includes a section for 'other addresses' with a dropdown menu set to 'C'. Below this, there are input fields for address details, filled with an example: '14 MILKY WAY', 'BRIGHTON', 'BN1 1ND', and 'UNITED KINGDOM'. The dates '09/2012' to '08/2013' are entered in the 'dates from and to' field. A note at the top of the form states: '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](http://www.homeoffice.gov.uk/dbs). If not applicable, go to section e.'

If your applicant is a student they may have lived on campus or in other student accommodation during term time but resided with their parents (or a similar permanent home address) in the period between academic years.

They can choose to enter either their term time address or their permanent home address at section b. Click on the relevant section b link above to find out more.

The address chosen at section b is where the certificate will be sent to.

**Unusual address history**  
Student

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

32 address 1 5 C R E D I B I L I T Y S T R E E T

33 town/city B R I S T O L

34 county

35 UK postcode B S 1 1 N D 36 country U N I T E D K I N G D O M

37 at address since 0 6 1 9 8 3

registered body use only  
current address verified? ☐

Our applicant in this example is going to use their permanent home address in Section b. They will then use Section c to record term-time addresses.

As you can see, this address covers more than 5 years. However, our applicant has been living at other addresses in the last 5 years, and we need to see these recorded at Section c. These addresses will overlap our Section b address.

**Unusual address history**  
Student

**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](http://www.homeoffice.gov.uk/dbs).  
If not applicable, go to section e.

38 address 1 4 M I L K Y W A Y

39 town/city B R I G H T O N

40 county

41 UK postcode B N 1 1 N D 42 country U N I T E D K I N G D O M

43 dates from and to 0 9 2 0 1 2 0 6 2 0 1 3

44 address 2 5 A B E D F O R D R O A D

45 town/city B R I G H T O N

46 county

47 UK postcode B N 1 2 R P 48 country U N I T E D K I N G D O M

49 dates from and to 0 9 2 0 1 1 0 6 2 0 1 2

In this example, we have term time addresses at c38-49. As you can see, there is a gap between the 'to' date at c48 and the 'from' date at c43.

However, the permanent home address at section b covers this gap, and so this form will be accepted.

**Unusual address history**  
Disclosure & Barring Service **Student**

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

32 address 1 4 M I L K Y W A Y

33 town/city B R I G H T O N

34 county

35 UK postcode B N 1 1 N D 36 country U N I T E D K I N G D O M

37 at address since 0 9 2 0 1 2

registered body use only  
current address verified? ☐

Our applicant in this example is going to use their term-time address in Section b. They will then record all other addresses lived at in the last 5 years at Section c.

As you can see, this address covers less than 5 years. Our applicant will need to record all other addresses lived at in the last 5 years at Section c.

**Unusual address history**  
Disclosure & Barring Service **Student**

**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](http://www.homeoffice.gov.uk/dbs)  
If not applicable, go to section e.

38 address 1 5 C R E D I B I L I T Y S T R E E T

39 town/city B R I S T O L

40 county

41 UK postcode B S 1 1 N D 42 country U N I T E D K I N G D O M

43 dates from and to 0 6 1 9 8 3 1 0 2 0 1 3

44 address 2 5 A B E D F O R D R O A D

45 town/city B R I G H T O N

46 county

47 UK postcode B N 1 2 R P 48 country U N I T E D K I N G D O M

49 dates from and to 0 9 2 0 1 1 0 6 2 0 1 2

In this example, the permanent home address appears at c38-43, which runs to the current month and year.

The other term-time address is recorded at c44-49. This gives a full 5 year history, and this form will be accepted.

**Unusual address history**  
Working away from home

Disclosure & Barring Service

**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](http://www.homeoffice.gov.uk/dbs). If not applicable, go to section e.

38 address 1 4 M I L K Y W A Y

39 town/city B R I G H T O N

40 county

41 UK postcode B N 1 1 N D 42 country U N I T E D K I N G D O M

43 dates from and to 0 9 2 0 1 2 0 6 2 0 1 3

If your applicant spend months at a time living at an alternative address that is not their permanent home address, we require details of this residence to be included at Section c.

Similarly, if their work requires them to reside somewhere other than their permanent home address during the week but they return to their permanent residence at the weekends, they must provide details of both residences

**Unusual address history**  
Frequent traveller

Disclosure & Barring Service

**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](http://www.homeoffice.gov.uk/dbs). If not applicable, go to section e.

38 address T R A V E L L I N G

39 town/city

40 county

41 UK postcode 42 country A U S T R A L I A

43 dates from and to 0 3 2 0 1 1 0 9 2 0 1 1

38 address T R A V E L L I N G

39 town/city

40 county K E N T

41 UK postcode 42 country U N I T E D K I N G D O M

43 dates from and to 0 9 2 0 1 0 0 3 2 0 1 1

Applicants will be pleased to know they do not need to tell us about their annual holidays in this section. However, if they have spent long periods of time travelling around the UK or abroad in the last 5 years, we will require some more details.

### Travelling abroad

In Section c, your applicant must write the word 'TRAVELLING' in the address field, followed by the country in the country field. Finally, the dates from and to are required in the prescribed format.

## Travelling around the United Kingdom

In Section c your applicant must write the word 'TRAVELLING' in the address field, followed by the county in the county field and then write UNITED KINGDOM in the country field. Finally, the dates from and to are required in the prescribed format.

Unusual address history	
Canal barge/Cruise ship etc	
<small>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 <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a>. If not applicable, go to section e.</small>	
<b>C</b> other addresses	
38 address	BATTLEBRIDGE MOORINGS
39 town/city	WHARFDALE ROAD
40 county	LONDON
41 UK postcode	N1 9UY
42 country	UNITED KINGDOM
43 dates from and to	092012 072013

If, during the last five years, your applicant has lived or worked on a cruise ship, canal boat, or merchant vessel which, essentially, became their permanent place of residence for that period of time, then they must provide the registered port address or the permanent mooring address for that ship, boat or barge in section c.

They must also provide the dates between which they lived on the vessel.

Unusual address history	
No fixed abode	
<small>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 <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a>. If not applicable, go to section e.</small>	
<b>C</b> other addresses	
38 address	NO FIXED ABODE
39 town/city	LIVERPOOL
40 county	MERSEYSIDE
41 UK postcode	
42 country	UNITED KINGDOM
43 dates from and to	092012 072013


If at any time during the last five years your applicant has been of no fixed abode, they must supply some details about this in Section c.

All they have to do is write NO FIXED ABODE in the address field and provide the town/city, the county and the country where they were during the period, remembering to use the prescribed date format.

If they were of no fixed abode in more than one county, they must supply each one as a separate address using this same format.

The screenshot shows a form titled "Unusual address history" for the "Disclosure & Barring Service HM Armed Forces". It includes a section "C other addresses" with instructions: "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](http://www.homeoffice.gov.uk/dbs). If not applicable, go to section e." The form has fields for: 38 address (containing "B F P O 5 2"), 39 town/city, 40 county, 41 UK postcode, 42 country, and 43 dates from and to (containing "0 9 2 0 1 2" and "0 7 2 0 1 3").

If your applicant is a member of Her Majesty's Armed Forces and has a British Forces Post Office (BFPO) number, they may use this as their current address in section b or, if relevant, as part of their five-year address history in section c. They should simply write the BFPO number in the 'address' field and leave the town/city, county, UK postcode and country fields blank. They must provide the 'dates from and' to in the prescribed format.



Disclosure & Barring Service

## Unusual address history

### Overseas

b

current address

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

32

address

c / o 1 4 M I L K Y W A Y

33

town/city

B R I G H T O N

34

county

35

UK postcode

B N 1 1 N D

36

country

U N I T E D K I N G D O M

37

at address since

1 0 2 0 1 3

registered body use only

current address verified?

☐

38

address

O V E R S E A S

39

town/city

40

county

41

UK postcode

42

country

I N D I A

43

dates from and to

0 9 2 0 1 2

0 7 2 0 1 3


If your applicant is living overseas, they have the option of putting a care of address in the current address field. This could be a family, friend, employer or Registered Body address that they choose. They can then collect their certificate when they come to the UK, or arrange to have it forwarded.

If the applicant enters a care of address at section b, the 'at address since' box should contain the month and year in which the form has been completed. The applicant must enter their current overseas address along with dates at section c.

If your applicant has lived at an overseas address in the last 5 years, we will require some basic details. In section c they must write the word 'OVERSEAS' in the address field, followed by the country in the country field. Finally, the dates from and to are required in the prescribed format.

The applicant can opt to have their certificate sent to their overseas address. However, this may take longer than our published processing times. The certificate will be dispatched from DBS rather than our central posting office. For this reason, we would draw your attention to the care of address option.





Disclosure &  
Barring Service

## Unusual address history


### Refuge/sheltered accommodation

**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](http://www.homeoffice.gov.uk/dbs)  
If not applicable, go to section e.

38 address	14 MILKY WAY
39 town/city	BRIGHTON
40 county	
41 UK postcode	BN1 1ND
42 country	UNITED KINGDOM
43 dates from and to	092012 072013

If your applicant has lived at a women's refuge or other type of sheltered accommodation in the last five years we require details of this address. However, they should not make any reference to the nature of the address when providing details about it. All we require is the full residential address, along with the corresponding dates.



Disclosure & Barring Service

# Unusual address history

## Prison

C other addresses

38 address

39 town/city

40 county

41 UK postcode

42 country

43 dates from and to

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](http://www.homeoffice.gov.uk/dbs). If not applicable, go to section e.

H M P L E E D S

L E E D S

0 9 2 0 1 2 0 7 2 0 1 3

If your applicant has spent time in prison in the past five years, they need to supply the name of the prison and either the town/city or the county the prison is located in.

They must provide the 'dates from and' to in the prescribed format.

**Section e**  
Disclosure & Barring Service **Applicant's declaration**

**e declaration by the applicant**

55 Have you ever been convicted of a criminal offence or received a caution, reprimand or warning? no ☒ yes ☐

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 01 07 2013

Applicant declaration (please sign within the box provided)

*Signature*

3MSSD V1.0 DBS 11/12

On the 29 May 2013 changes in legislation led to the 'filtering' of certain specified old and minor offences from the certificates we issue.

You should now advise applicants completing e55 to treat this question as if they were being asked:

'Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?'

Our filtering guidance is available at <https://www.gov.uk/government/publications/db5-filtering-guidance>. This contains full details of the rules, as well as a list of offences which will never be filtered, as derived from legislation.

Your applicant must answer YES or NO to e55, provide a signature within the box and date the form.

**Section w**  
Disclosure & Barring Service **Identity checking**

Sections w, x and y for Registered Body use only Form Ref

For help and assistance in completing this page please follow DBS guidance on the website - [www.homeoffice.gov.uk/db5](http://www.homeoffice.gov.uk/db5)  
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 ☐

The evidence checker may be a Countersignatory or a nominated individual. The person performing the identity check must enter their name at w58.

Once a range of documents have been viewed, as set out in our identification checking guidelines, which can be viewed here, you should respond YES. If you need to respond NO, please also refer to this guidance. If you do not answer this question, the form will be rejected.

These documents should be used to confirm the information supplied at sections A-E.

There are a number of critical areas we need to focus on in section x. We will demonstrate each area in detail. The form from this point onwards should be completed by a countersignatory.

	<b>Section x</b>
Disclosure & Barring Service	Position Applied For
61 position applied for	CHILD WORKFORCE
PRIMARY SCHOOL TEACHER	

The correct completion of the 'position applied for' field is vital. This gives the Police the information they need for their relevancy test when deciding whether to release non-conviction information. This is now based upon whether the position is in a child or adults workforce.

All incorrectly completed application forms will be rejected and returned to you for completion.

## So how do you comply with our requirements?

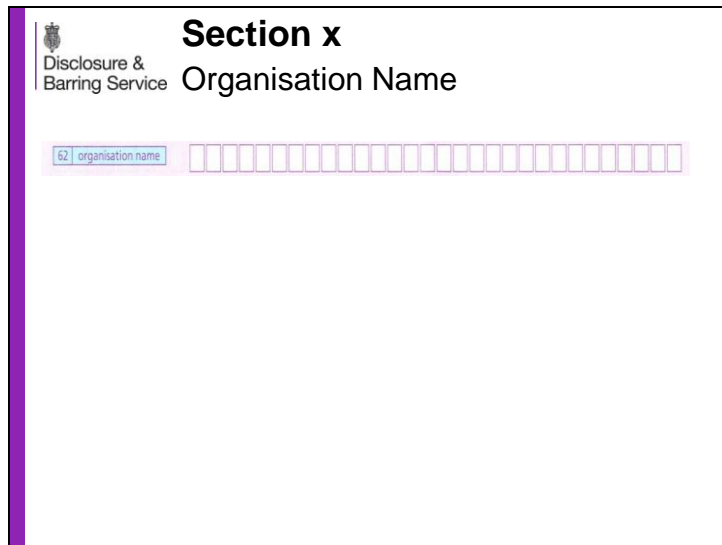
Line 1 must contain one of the following form of words:

CHILD WORKFORCE  
ADULT WORKFORCE  
CHILD AND ADULT WORKFORCE  
OTHER WORKFORCE

Line 2 must be a description of the 'Position Applied For' up to 30 characters.

Failure to complete both lines will lead to the form being rejected.

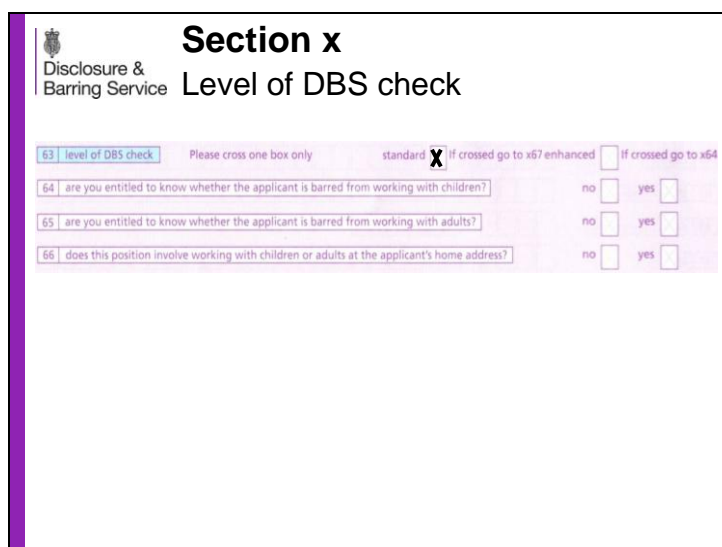
Once issued, this also helps applicants to take their DBS certificate from job to job within the same workforce, and is used to check for updates when they join the Update Service. You can find out more about the Update Service at <https://www.gov.uk/government/collections/dbs-update-service-promotional-material>.



**Section x**  
Disclosure & Barring Service **Organisation Name**

62 organisation name

Enter the employer or the organisation for which the applicant will work in section at x62.



**Section x**  
Disclosure & Barring Service **Level of DBS check**

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 ☐

We offer two levels of check, Standard or Enhanced.

Standard check – To be eligible for a standard level DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. For further information click [here](#).

You can request a Standard check by entering X in the appropriate box.

If you select Standard at x63, you can then move directly to x67.

**Section x**  
Disclosure & Barring Service **Level of DBS check**

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 ☐

Enhanced check – You may be eligible for an enhanced DBS check if the position is in both the ROA Exceptions Order and Police Act Regulations.

You can request an Enhanced check by entering X in the YES box at x63.

You may be eligible to request a check of the children's or adults' barred lists if the position meets the new definition of regulated activity. There are a small number of other positions for which you can also request list checks.

To find out more about Regulated Activity, we have provided the following external links:

<http://www.dhsspsni.gov.uk/regulated-activity-children.pdf>

<http://www.dhsspsni.gov.uk/regulated-activity-adults.pdf>

If you are eligible to check the children's barred list, you should enter YES at x64, and the result of this check will be revealed on the applicant's certificate. Otherwise, select NO.

Likewise, if you are eligible to check the adult's barred lists, you should enter YES at x65, and the result of this check will be revealed on the applicant's certificate. Otherwise, select NO.

If we consider the role of ADULT DOMICILIARY CARE WORKER, the answer to x64 would be NO, whilst the answer to x65 would be YES.



**Section x**  
Disclosure & Barring Service **Home Based positions**

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 ☐

We can also use the role of ADULT DOMICILIARY CARE WORKER to show you how to come up with the right answer to x66.

*x66 asks does the position involve working with children or adults at the applicant's home address?*

Domiciliary Care will be carried out in the service user's home, and not at the applicant's home address, therefore the answer to x66 will be NO.

For a comprehensive guide on 'How to get Home Based right', click on the link to take you to September 2013's DBS News.

**Section x**  
Disclosure & Barring Service **Volunteer applications**

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.

At x67, you should select the appropriate response from the three available application types which best describes your applicant.


We define a volunteer as 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket

expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives’.

If the application meets this criteria, the answer to x68 should be YES, and the certificate will be issued free of charge. Otherwise, answer NO. If you do not provide an answer, the form will be rejected.

We regularly check volunteer applications to make sure only those people who meet our definition receive free-of-charge checks. We do charge organisations retrospectively for checks which have been incorrectly submitted as ‘volunteer’.

## Question

**Disclosure & Barring Service**

**Section x**  
**Eligible checks**

61 position applied for CHILD WORKFORCE  
PRIMARY SCHOOL TEACHER

Choose the section you think has been completed correctly

63 level of DBS check Please cross one box only standard ☒ if crossed go to s67 enhanced ☐ if crossed go to s64

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 ☐

63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64

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 ☐

63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64

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 ☐

**Disclosure & Barring Service**

**Section x**  
**Eligible checks**

61 position applied for CHILD WORKFORCE  
PRIMARY SCHOOL TEACHER

Choose the section you think has been completed correctly

63 level of DBS check Please cross one box only standard ☒ if crossed go to s67 enhanced ☐ if crossed go to s64

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 ☐

63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64

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 ☐


63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64

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 ☐

Check again. You may wish to look at the Regulated Activity link provided on page 21 for further guidance.

**Disclosure & Barring Service**

**Section x**  
**Eligible checks**

61 position applied for CHILD WORKFORCE  
PRIMARY SCHOOL TEACHER

Choose the section you think has been completed correctly


63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64

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 ☐

That's the one. The role of primary school teacher carried out on a regular basis would be regulated activity relating to children. As such, you would be entitled to carry out an enhanced check with a check of the children's, but not adult, barring list.

**Disclosure & Barring Service**

**Section x**  
**Eligible checks**

61 position applied for CHILD WORKFORCE  
PRIMARY SCHOOL TEACHER

Choose the section you think has been completed correctly

63 level of DBS check Please cross one box only standard ☐ if crossed go to s67 enhanced ☒ if crossed go to s64


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 ☐

Look closer. Would you be eligible to check the adults barring list in this example?

## Question



Disclosure & Barring Service

### Section x

#### Eligible checks

61 | position applied for

OTHER WORKFORCE TAXI DRIVER LICENCE

Choose the section you think has been completed correctly

63 | level of DBS check

Please cross one box only

standard ☐ if crossed go to x67

enhanced ☒ if crossed go to x68

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 ☐

You're right! For licensing purposes, a taxi driver is entitled to be checked to enhanced level with a check of the children's and adult barred list.



Disclosure & Barring Service

### Section x

#### Eligible checks

61 | position applied for

OTHER WORKFORCE TAXI DRIVER LICENCE

Choose the section you think has been completed correctly

63 | level of DBS check

Please cross one box only

standard ☐ if crossed go to x67

enhanced ☒ if crossed go to x68

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 ☐

63 | level of DBS check

Please cross one box only

standard ☐ if crossed go to x67

enhanced ☒ if crossed go to x68

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 ☒

63 | level of DBS check

Please cross one box only

standard ☒ if crossed go to x67

enhanced ☐ if crossed go to x68

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 ☐



Disclosure & Barring Service

### Section x

#### Eligible checks

61 | position applied for

OTHER WORKFORCE TAXI DRIVER LICENCE

Choose the section you think has been completed correctly

63 | level of DBS check

Please cross one box only

standard ☐ if crossed go to x67

enhanced ☒ if crossed go to x68

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 ☒

Not quite. Taxi Driver is not a home-based position. The answer to 66 should be NO. By answering YES, you are requesting information you are not entitled to. This may also lead to the processing of this check being delayed.



Disclosure & Barring Service

### Section x

#### Eligible checks

61 | position applied for

OTHER WORKFORCE TAXI DRIVER LICENCE

Choose the section you think has been completed correctly

63 | level of DBS check

Please cross one box only

standard ☒ if crossed go to x67

enhanced ☐ if crossed go to x68

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 ☐

Close. Standard check has been selected, with a request for barred list checks, which can only be requested as part of an Enhanced check.

**Section y**  
Disclosure & Barring Service **Statement by Registered Person**

y statement by registered person

69 registered body number 2 1 4 2 4 0 0 0 0 5 70 countersignatory number 2 1 4 2 4 0 0 1 0 7 2

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 0 1 0 7 2 0 1 3

Check y69 to make sure you are countersigning a form belonging to your organisation. Also check that the first 6 digits of y69 and y70 match.

By signing the declaration at y72, you confirm that:

- you have checked the required documentation supplied by your applicant.
- you are satisfied the application is eligible for a DBS check.
- you have correctly applied the volunteer status.

You must provide the 5 digits at y70 that complete your countersignatory number. Sign within the box and finally date the form, and you're done!

**Application form guidance**  
Disclosure & Barring Service **Summary**

Thank you for taking the time to complete this e-guide. We hope you have found it informative, and that it helps you to:

- Reduce errors
- Reduce delays
- Reduce costs