

APPENDIX 1: DBS APPLICATION FORM GUIDANCE

DBS Quick Checklist:

- a) Completed DBS Form
- b) ALL documents referenced in the form including where relevant:
 - i. Passport
 - ii. Driving licence
 - iii. Document showing National Insurance number
 - iv. Document showing current address
 - v. £50 fee – cash, card or cheque made to the UCO (students only)

IMPORTANT INFORMATION:

Please write in capitals in black ink to complete the form. Leave any sections that do not need to be completed blank; do not cross them out.

If you make a mistake DO NOT use correction fluid or cross the mistake out. You will need to fill out a new form, available from Registry/HR.

The DBS processes a high volume of applications and will typically complete a disclosure in a minimum of 4 weeks.

If you have used a continuation sheet for previous addresses, please DO NOT sign the continuation sheet.

A copy of your DBS certificate will be posted to your current address listed on the form.

On receipt of your certificate from the DBS, you must bring it to Registry/HR where a copy will be made.

We will securely store copies of disclosure forms for up to 6 months, after which they are destroyed.

It is your responsibility to keep your original DBS certificate safe.

IDENTIFICATION GUIDANCE:

When completing the DBS form, you will need to provide every document referred to.

At least one document must confirm your current name and date of birth as recorded in section a.

At least one document must confirm your current address, as recorded in section b, and be no older than three months

If you have only provided two forms of identification (e.g. only a passport and proof of current address) you will need to provide one other form of identification (usually a birth certificate).

For more information on what is an accepted form of identification, please visit the DBS website.

IMPORTANT NOTES REGARDING IDENTITY DOCUMENTS:

ALL documents must be presented in their original form. Photocopies will not be accepted. If you cannot provide an original document we cannot verify your form.

Do NOT complete any section which you do not have valid documentary evidence for, e.g. only complete your NI Number if you can show us your NI Card/payslip/P60 etc. for verification.

INTERNATIONAL STUDENTS:

International students or applicants who have lived in the UK for less than six months do not need to complete the DBS form. You will need to obtain a criminal record check from your last country of residency.

Your record check will need to be translated into English by an authorised translator if it is not already.