

# An applicant's guide to completing the DBS application form

## Updates to be aware of

### Fair Processing Notice

In addition to the information detailed on the DBS's fair processing notice on the Disclosure application form, the DBS may use any information on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

### Question e55 on the Disclosure Application form amendment

Following the introduction of new rules which filter out some convictions, cautions, reprimands and warnings, applicants should be aware that question e55 on the application form should now be interpreted as: **“do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with guidance”**. Further information on filtering can be found on the website [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

DBS are arranging for the amendment on the current Disclosure and Barring Service Application form to reflect this change, however until this amendment is made we will be advising and providing guidance to applicants and employers to interpret this question as above.

## 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.gov.uk/government/publications/dbs-continuation-sheet](http://www.gov.uk/government/publications/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](mailto: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 **03000 200 190**.

## 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.gov.uk/government/publications/dbs-continuation-sheet](http://www.gov.uk/government/publications/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 <a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
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.gov.uk/dbs](http://www.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
<b>NNNNN</b>	The first five characters of your surname.
<b>YY</b>	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.)
<b>MM</b>	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.
<b>DD</b>	The day of your birth.
<b>II</b>	The initials of your forename(s). If you do not have a middle name, the number nine will replace the 13th character.
<b>CCCCC</b>	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

**33** town/city

**34** county

**35** UK postcode  **36** country

**37** at address since

## 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.gov.uk/dbs](http://www.gov.uk/dbs) or contact the DBS on **03000 200 190**.

## 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.gov.uk/dbs](http://www.gov.uk/dbs) and selecting 'Track your DBS application online'.
- The online tracking service is **free to use**.
- You can also use your application form number to join the **Update Service** if you would like to keep your DBS certificate up to date. You can join our Update Service at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)
- If you do not join the **Update Service** with your application form reference number you can use your DBS Certificate number. You must join within 14 days of the date that the Certificate was issued.
- 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.