

DBS Application Form – notes for applicants

DBS application forms are 'read' by computer so it is vital that information is entered correctly and they are completed as neatly as possible.

- Do not complete **section W, X, & Y** yourself
- Use **black ink** and **block capitals**
- Use **one** letter or number in each box
- Leave an empty box between words, but **not between postcodes** or numbers
- Mark choices in boxes with a cross (**X**), not a tick
- Take care when entering dates – some require **month and year** and others require **day, month and year**
- **All forenames** must be entered at A3
- **Surname at birth** must be entered at A5/6 – especially if you have entered **Ms or Mrs** at A1. Dates must also be entered in full (MMYYYY)
- Provide all addresses for the past five years in section B. There should be **no gaps in dates**. If you need more space use a **continuation sheet**
- Section A20/22/24 – please note if the 'yes' box has been crossed when answering any of these questions that the information must be entered below
- To **correct a mistake** put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible. Do not use correction fluid or tape
- **Sign** the form in section E, keeping your signature in the box
- Section X must be completed by an **authorised person** who will also complete the diocesan Verification of Identity Certificate (separate sheet); this may be your parish safeguarding representative or you can ask the diocesan Administrator to do this for you. This person will send both forms to the diocesan Administrator for DBS
- **No payment** is required
- Do not **stick or staple** anything to the form
- Do not send this form yourself to the DBS
- Upon receipt of your DBS disclosure certificate contact your parish safeguarding representative