

ADDITIONAL TIPS FOR COMPLETING THE DBS APPLICATION FORM



Refer also to DBS's 'Applicant Guidance for completing the new application form' available from your employer, the GVB or at www.gov.uk/government/organisations/disclosure-and-barring-service

Yellow fields are mandatory and must be completed.

Complete the form using BLOCK CAPITALS and black ink.

Do not use correction fluid

SECTION a: Applicant's Details

a applicant's details

1 title ☐ mr ☐ mrs ☐ miss ☐ ms ☐ other ☐

2 surname

3 forename(s)

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. Use a continuation sheet if necessary, available from www.crb.gov.uk

5 surname

6 forename(s)

7 dates from and to

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to

14 date of birth

15 gender ☐ male ☐ female

16 place of birth (town)

17 place of birth (country)

a1: TITLE

Place an X in the box against your title. If your title is not listed don't cross any of the boxes but instead write your title in the space provided.

As crossing the 'Mrs' box tells us that you are married, we will need to see your maiden name later on in the form as part of your 'other name' combinations. This, of course, is the case for anyone that is or has been married.

A2-3: FULL NAME

Write your current name in full, including your surname and all your forenames, even if you don't use them regularly. Remember to write in capital letters and leave a blank box as a space between each name.

If there are not enough boxes for you to provide all of your forenames then please record any additional names on a continuation sheet, which can be downloaded from the DBS website at www.gov.uk/government/organisations/disclosure-and-barring-service

A4-13: OTHER NAMES

Next, you must tell us if you have ever been known, by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason.

If you have used other names, you must cross the 'yes' box against a4 and then provide us with all the combinations of both your forenames **and** surnames that you have used.

These fields work in groups of three a5 to a7, a8 to a10 and a11 to a13. Make sure that with each surname you provide you also include the forename or forenames that you used with that surname, and the dates between which you used each of these name combinations. As indicated by the lettering in the boxes MMYYYY, the dates in this section should be provided using the month and the full year.

If any of these pieces of information are missing, your form will be rejected and your application delayed.

a14: DATE OF BIRTH

As with any date fields on the form, the date of birth boxes indicate the format that you need to use when supplying this information. In this case, begin with the date first, followed by the month and then the year in full. For example, if you were born on 29th March 1968, you would place '29' in the 'D' boxes and '03' in the 'M' boxes, followed by the year of your birth in full, '1968' in the 'Y' boxes. Please take a careful look at the format required before you write in any date fields.

a15: GENDER

Place an X against your gender. Transgender applicants should contact the DBS Sensitive Cases on 0151 676 1452 or email sensitive@dbb.gsi.gov.uk for further advice.

A16-17: PLACE OF BIRTH – TOWN & COUNTRY

Provide both the town and the country in which you were born, these details must match those found on your birth or adoption certificate. If you were born in Guernsey or Alderney, place the parish you were born in (shown on your birth certificate) in the town section (16) and 'Guernsey' in the Country section (17).

a18: EMAIL ADDRESS

Please provide us with your email address if you have one. Although you don't have to include this information, it is useful as we may email you if we need to contact you about your application. Lower case can be used if this is the format of your email address.

a19: CONTACT TELEPHONE NUMBER

You do not have to provide us with a contact telephone number, but it is helpful if you do include either a mobile number or a landline, including the area code (for example 01481), as we may use this if we need to contact you about your application.

A20-21: NATIONAL INSURANCE NUMBER:

Complete this section if you have a UK National Insurance Number. **DO NOT** enter a States of Guernsey Social Security number.

A22-23: UK DRIVING LICENCE

Guernsey driving licence information can be entered into these fields. The driving licence number begins with the first five letters of your surname (do not enter details of foreign driving licences).

A24-27: PASSPORT

Complete this section if you have a valid passport.

A28-31: DO NOT COMPLETE

Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

If you have indicated that you hold a driving licence or a passport, you must produce the originals for the Registered Body to confirm the details you have provided on your application form. Driving licence photo cards are only valid with the paper counterpart, so both parts must be produced.

SECTION B – Current Address

Sections b and c of the application form ask you for details of your five-year address history.

Provide the address where you are currently living in section b. This will be where we will write to you and send the results of your DBS check.

Please ensure that you provide a complete address. The only field that is not mandatory is the county (b34).

For a Guernsey address please enter the Parish in b33 town/city and Guernsey in b36 country.

For Sark/Herm/Alderney addresses please enter the island e.g. Alderney in b33 and Guernsey in b36 as these islands come under the Bailiwick of Guernsey.

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

registered body use only

current address verified? ☐

If you do not live in the United Kingdom, you must provide the name of the country where you live but leave the postcode field blank.

In b37 put the month and year that you moved into this address.

If you do not have a straightforward address history because you are, or have been in the last five years:

- **a student**
- **working away from home**
- **a frequent traveller**
- **living on a boat, cruise ship or merchant vessel**
- **of no fixed abode**
- **a member of HM Armed Forces**
- **overseas**
- **living in a refuge or sheltered accommodation**

Please refer to <http://www.homeoffice.gov.uk/dbs> for further guidance in completing this section.

SECTION c – Other Addresses

If you have not lived at the address entered in section b for at least five years, you must provide all the other addresses you have lived at going back a full five years from the date you are filling in the form.

If you have lived overseas during this period, please include these addresses.

There is space on the form to record up to two additional addresses. The full address details are requested in a block of six fields, which are similar to those in section b where you have supplied your current address. A complete address is required and, as with section b, the 'county' field is not mandatory.

[illegible]

These sheets contain fields similar to those on the application form. Please enter the 'from' and 'to' periods for your addresses in MM/YYYY format.

SECTION d – NOT APPLICABLE

Once you have filled in all parts of sections a, b, c and d that are required for your application, you must fill in section e before taking your form back to the person who asked you to complete it.

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

Applicant declaration
(please sign within the box provided)

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e55: Criminal Record

Place an X in the relevant box to indicate if you have ever been convicted of a criminal offence or received a caution, reprimand or warning.

E56-57: Declaration

Before signing the form, you must read the declaration. If you agree that the information you have provided in the application is complete and true, sign the form. Please ensure that your signature is contained within the box provided and then date the form.

What Happens Next?

You should pass your:

- Application Form
- Continuation sheet(s) (if used)
- Identity Documents
- Payment if required

to the person who asked you to apply for a DBS check. These people will then check your documents, decide which level of check is required, and complete the verification boxes and sections W and X. When your identity has been verified your form will be passed to the Guernsey Vetting Bureau, a DBS registered Umbrella Body. The GVB will complete section Y. The GVB will send your application form to the DBS who complete section Z and undertake your criminal record check.

Now keep a note of the form reference number, which is on the front of the application form, so that you can track the progression of your application once it reaches the DBS.

To do that go to www.gov.uk/dbs The tracking service is free to use.

It will tell you what stage an application has reached in the process from the point at which it is received by the DBS. It will also tell you the date on which your certificate is despatched.