Disclosure and Barring Service (DBS)

Application Pack Checklist

Privacy Notice Declaration read and signed

Completed sections **A, B, C and E** only of the DBS application form using **black ink**. If you need guidance please visit the DBS website at: <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

ID verified by a third party, Proof of Identity form completed, photocopies taken of all verified documents and, if applicable, proof of name changes (i.e. marriage certificate, adoption certificate, deed poll, divorce certificate)

Brown envelope posted back to the HR, Payroll and Recruitment Admin containing:

* Completed DBS Application Form
* Completed Proof of Identity Form
* Photocopies of verified ID and, if applicable, proof of name changes
* Signed Privacy Notice
* Cheque or invoice details (Umbrella Service users only)

**Failure to return the above** will **delay the processing of your application**

**Update Service**

You should take this opportunity to consider subscribing to the DBS Update Service which may mean you don’t have to complete another DBS application form in future. Details of the Update Service are included in this pack or go on-line at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

**Update Service – Status Check:**

* If you are subscribed to the DBS Update Service, the service can, with your permission, carry out a Status Check which may mean you do not have to complete a new DBS application.
* You should take your **original** DBS disclosure into the recruiting or line manager in the service who will complete the DBS Verification and Update Service form.
* You will be asked to sign the form to confirm that you give permission for the service to carry out the Status Check.
* If the Status Check indicates that a further DBS disclosure is required, then you will be contacted and asked to complete a new DBS application form.

**Please note:** DBS certificates and the information they contain are ‘Private and Confidential’ documents and **must not** be photocopied or emailed as this breaches the DBS Code of Practice. The service will not accept photocopies of the DBS certificates.

<https://www.gov.uk/government/publications/dbs-code-of-practice>