Disclosure & Barring Service

A countersignatory's guide to completing the DBS application form

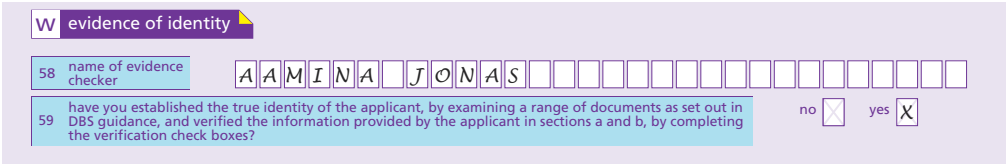
General rules

- Ensure all parties are aware of the updates relating to question e55 and the fair processing notice (see An applicant's guide to completing the DBS application form).
- Please do not submit photocopies of the application form, these will be returned.
- Please do not send any identity documents with the application.
- Complete sections **w**, **x** and **y** only.
- 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 **BLUE and their associated fields** are mandatory and must be completed.
- 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 the applicant has lived at in the last **five years** including the country and dates for any overseas addresses.
- If there is insufficient space on the application form, the applicant should download and complete a continuation sheet at **www.gov.uk/government/publications/dbs-continuation-sheet**.
- 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 signatures within the provided box.
- You must not place stamps or stickers on the form.
- If you have any further enquiries about the application process or on completing the application form, please contact the DBS Customer Services Call Centre on **03000 200 190**.

Section w - checking the applicant's identity

Please do not send any identity documents with the application

- The Registered Body's approved ID evidence checker must vigorously check the identity of the applicant from the list of approved documents. This is **vital to the application process** and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.
- Only **original documentation** should be provided by the applicant. **Do not** accept photocopies.
- Documents in a previous name can be accepted but only where the applicant can provide documentation supporting a name change.
- For more information about the range of documents that can be accepted as evidence of an applicant's identity, go to the publications section of the DBS website **www.gov.uk/dbs**
- Please enter the full name of the person who has checked the applicant's identity documents in **w58**. This can be entered by the evidence checker, who may not necessarily be the Countersignatory.
- When the applicant's **identity** is **confirmed**, either the Countersignatory or the evidence checker should enter **Yes** in section **w59**. If you select No, the DBS will attempt to confirm the applicant's identity using alternative methods.
- If you are not the Countersignatory **DO NOT COMPLETE SECTION Y**.



Section x - apply for DBS check

Complete this section to indicate what level of DBS check is required, what workforce the applicant is applying to work in and what positionthe applicant will hold. Refer to the publications section of the DBS website www.gov.uk/dbs for the list of categories for which a DBS check can be applied for.

- Do not complete section x60.
- Enter the workforce and position applied for in section x61 which totals 60 characters.

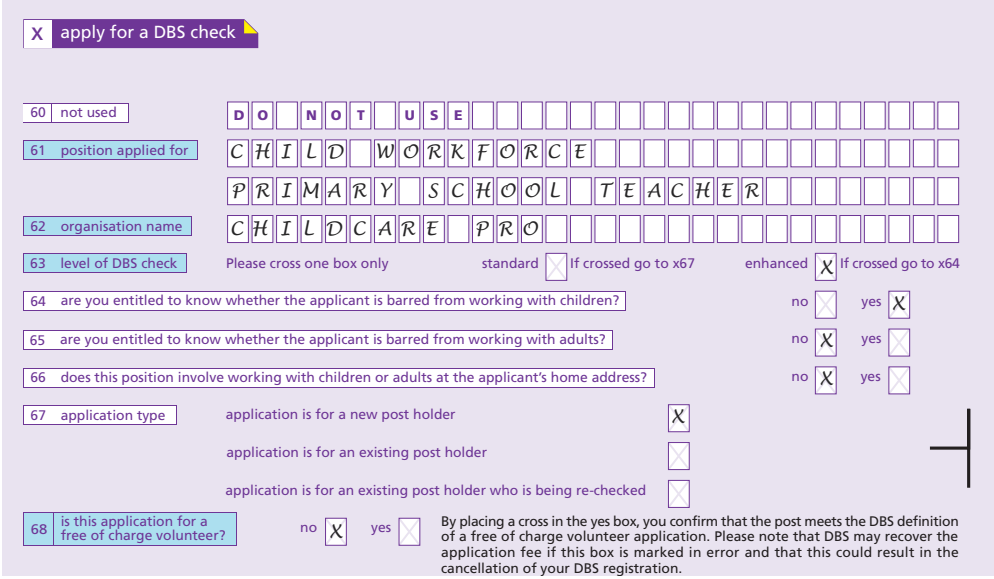
Do this as follows:

Line 1: enter the relevant workforce, either:

- Child Workforce
- Adult workforce
- Child and Adult Workforce
- Other Workforce

Line 2: enter the position applied for
The accurate completion of both of these fields is critical because they are required for the consideration of relevance by the police, and will allow the applicant to use the Update Service if they choose to do so.

- Enter the **employer** or the organisation for which the applicant will work in section **x62**.
- Select the **level of DBS check** required at **x63**. If you have selected **Standard**, go to **x67**. If you have selected **Enhanced**, you must complete the remainder of the section.
- Indicate whether you are entitled to know whether the applicant is barred from working with **children** or **adults** at **x64** and **x65**. Select **no**, if the question does not apply. You **must not** leave these fields blank if you have selected Enhanced.
- If you have not crossed the relevant box and the position requires a barring check, the completed DBS check will not show the relevant information.
- Indicate whether the applicant will be working at their home address at **x66**. This may include child minders or foster carers.
- You must indicate whether the check is for a volunteer at **x68** by crossing **yes** or **no**. If you do not indicate that you require a check for a volunteer, you will be charged for the application.


X apply for a DBS check

60 not used: DO NOT USE

61 position applied for: CHILD WORKFORCE PRIMARY SCHOOL TEACHER

62 organisation name: CHILDCARE PRO

63 level of DBS check — Please cross one box only: standard [ ] If crossed go to x67; enhanced [X] If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children? no [ ] yes [X]

65 are you entitled to know whether the applicant is barred from working with adults? no [X] yes [ ]

66 does this position involve working with children or adults at the applicant's home address? no [X] yes [ ]

67 application type:
- application is for a new post holder [X]
- application is for an existing post holder [ ]
- application is for an existing post holder who is being re-checked [ ]

68 is this application for a free of charge volunteer? no [X] yes [ ]

By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

Section y - statement by registered person

- When all sections have been completed, you must sign the application. This signature confirms you have ensured that the requisite documentation has been supplied and checked, that the application satisfies the eligibility criteria for asking an exempted question or a prescribed purpose and that all information supplied is complete and true.
- Your Registered Body number is pre-printed in section **y69**. If this is not your organisation's number, you must submit the application on a form with your number printed on. **Do not amend this field**.
- Enter your countersignatory number in **y70**. The first six digits of your number will be the same as the first six digits of the Registered Body number, if these numbers are different the form was issued to a different Registered Body and you **must not complete the application form**.
- **Do not amend the first six digits of this number**.
- Indicate whether you have payment on account in section **y71**. If you have selected **No**, you must enclose payment by cheque. **Please do not send debit or credit card details or cash**.
- Enter your signature in the box provided at section **y72**. If the applicant or ID checker has signed in error strike through and sign within the box.
- Enter the date you signed the application form in section **y73**.

y statement by registered person

69 registered body number 2 1 2 3 4 5 6 7 8 9 0

70 countersignatory number 2 1 2 3 4 5 6 7 8 1 1

71 do you have payment on account? no ☐ yes ☒ Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person
(please sign within the box provided)

Counter-signature

73 date of countersignature 0 1 0 1 2 0 1 2

What happens next?

Once you have ensured that all of the sections of the application form have been completed, you must:

- Complete the **verification boxes** in section **a** to ensure the application has been completed.
- Record the **Form Reference Number** from the front of the application form so that you can track the progress online at **www.gov.uk/dbs**
- The tracking service is **free to use**. You are able to track multiple applications at a time.
- The **Form Reference Number** should also be supplied to the applicant so they can join the **Update Service** if they want to keep their certificate up-to-date.
- The application form, and any continuation sheets used, should be sent to the DBS for processing as soon as possible.