

DBS forms – notes for applicants

Identification documents

Please read carefully the details of the required identification documents; see

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

I will apply these rules strictly. In particular, note that one of the documents must verify the address you put as your 'current address' in section b of the form.

Bank statements

For a bank, you must provide a *statement* or an *account opening letter* – other letters are not good enough. If you do online banking, then you may be able to download a paper statement, but it's not enough just to show me a screenshot of your online banking interface. If you can't download a statement, you can go into a branch of the bank and they can usually print one on the spot.

Similarly, for Council Tax, it has to be a *statement* (i.e. details of tax paid/payable); a letter from the council about Council Tax is not sufficient.

Provisional driving licences

A provisional driving licence counts as a driving licence for this form, so you can use it as one of your forms of ID, and you should answer 'yes' to Q22 if you have a provisional licence, and fill in your driver number.

Filling in the form

Write in **black**.

Address history

Your address history must cover the last five years, so fill in all the addresses you've lived at in that time. Dates must be in the format MMYYYY, not DDMMYY. The month you finish at one address must be the same as the month you start at another – no gaps! There can be overlaps in your addresses, e.g. if you have a long-term home address and short-term term-time addresses.

Different home and term-time addresses

If you have a different term-time address from your home address, then you can use either one as your 'current address' in section b (as long as the address you use is in the UK). You must provide documentation to verify the address that you put as

your 'current address'. (So it's a good idea to use the one that your bank statements get sent to, for example.) Your DBS certificate will be sent to the address you put as your current address. n.b. If you put your long-term home address as your current address, then you still need to put all your term-time addresses for the last five years in section c.

Overseas addresses

If any of your addresses are outside the UK, then don't put the full address. Write the word OVERSEAS in the 'address' field, put the country in the 'country' field and leave the other fields relating to this address blank.

There are other instructions relating to unusual addresses: see

<https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance>

Continuation sheets

If you have more than three addresses for the last five years, then use a continuation sheet, available on the DBS website. Make sure you print both sides – if you use more than one continuation sheet, print both sides for each of them.

If you use a continuation sheet, *do not* sign in the box – that's for me to sign.

If in doubt

If you are unsure of what to put in any box, then leave it blank and I will help you. Don't guess!