

## Finishing your application

Once you have completed sections a, b, c, and e of the application form, read through it to make sure that you have accurately supplied all the information that has been requested.

Do **NOT** complete any sections on the back page of the application form.

Record your Form Reference Number from the front of the application form so that you can track the progress of your application online by going to [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) and selecting 'online tracking'. You will also need this to register for the Online Update Service.

As an applicant you **must not** send your form directly to the DBS. Your application form, and any continuation sheets you have used, should be handed back to the person who asked you to complete it, along with original documentation to confirm your identity (see separate checklist of appropriate identity documents). These documents must be presented by you in person for inspection.

## Your DBS Certificate

If you are a **new applicant** for a role you must present your original DBS certificate for inspection to the Safeguarding Representative or employer at the parish where you intend to work/volunteer before you commence work.

If you are **renewing** your DBS certificate for an existing role you should show your new original DBS certificate for inspection to the Parish Safeguarding Representative at the parish where you work/volunteer within 28 days of receiving it.

The person checking your certificate will look at the certificate and record the following information:

- your name
- your DoB
- your certificate number
- certificate issue date
- details of any disclosures shown on the certificate

DBS checks are valid within the diocese for **five** years or until your 'workforce' status changes. Three months before five years has passed you will need to complete the DBS checking process again, either by completing a new application or by allowing an online update check, if available.



The Church of England  
in Essex and East London  
Diocese of Chelmsford

## DBS Paper Application: Applicant's Guide

This booklet will help you to complete your DBS application form successfully. To make sure that your application is successful please also follow all of the guidance printed on the front of your DBS form.

Make sure:

- You only use a pen with **black** ink.
- You only use only **CAPITAL LETTERS**.
- You only complete sections **a - e**.
- You complete all fields marked in **yellow** and other fields as required.
- Fields that are not applicable are left **blank**.
- You take care when entering **dates**. Some sections ask only for the month and year (MMYYYY); some ask for the day, month and year (DD,MM,YYYY). The format required is marked on the form.
- You correct mistakes neatly: If you have selected more than one of the **no/yes** options in error, place a cross in the correct box and circle it, neatly strike through your incorrect answer once.
- You keep your answers **inside the boxes**—the forms are read by machines. and...
- **Never** enter N/A for any question. Just leave it blank
- **Never** strike through any section which does not apply to you.
- **Never** use correction fluid or tape, e.g. Tippex.
- **Never** stick or staple anything to the form.

For more information and quick links please see:  
[www.chelmsford.anglican.org/safeguarding/child-protection](http://www.chelmsford.anglican.org/safeguarding/child-protection)

You can also find guidance on the DBS website:

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

## Section A – Applicant’s Details (common errors)

**A1** - If ‘title’ has been entered as ‘other’, for example, ‘Revd ’or ‘Dr’, you must still indicate whether you are. Mr, Mrs, Miss, Ms.

**A3** - All forenames, including **middle names**, must be entered with a space between each.

**A4** - If you select **YES** for Question A4 you must provide all other names you have been known by from birth in A5 - A13 as applicable.

- If previous surnames have been entered, previous forename(s) must also be entered, even if they have remained the same.
- You must provide the dates for every name you have been known by.
- Ensure your dates are entered in descending order with no gaps in time.
- If you are using two names concurrently e.g. for professional purposes, you should enter your primary name in section A2 & 3 and your secondary name in section A5 & 6, plus relevant dates in A7.

**A23** - All driving licence numbers should begin with the first five letters of the applicant’s surname. It is this long number that the DBS require. If you enter this information incorrectly, your application form will be rejected.

## Section B – Current Address (common errors)

Provide the address where you are currently living in section B.

**Note:** This will be where the DBS will send your DBS certificate.

If you need to provide more names or addresses than the space on the form allows you should do this using a continuation sheet available to download and print from: [www.homeoffice.gov.uk/dbs-continuation-sheet](http://www.homeoffice.gov.uk/dbs-continuation-sheet) . If you do not have access to the internet, you can request this from the Parish Office or from the Safeguarding Team at the Diocesan Office.

## Section C – Other Addresses (common errors)

Ensure you supply all of the addresses you have lived at in the last **five** years consecutively, apart from your current address and starting with the most recent.

If you have been resident in the UK for less than 5 years, you must submit a letter from the police authorities of your previous country of residence, detailing any criminal convictions or convictions pending, or confirming that none exist. This should be submitted together with the DBS form.

## Section E – Declaration by the Applicant (please note)

**E55**—Question E55 is asked by the DBS to an applicant for Police National Computer (PNC) matching purposes only. If you have applied to and received confirmation from the police that a repealed offence has been removed from the PNC, you do not need to factor this offence into the answer given to this question. A repealed offence that has been removed from the PNC will not appear on a DBS certificate.

**E56**—Keep your signature within the provided box.

### DBS Online Update Service

If you wish to use your DBS certificate for more than one organisation you may register yourself with the DBS Update Service. You can register at the time of applying for a DBS check until 30 days from the date of issue of your Certificate. You must do this yourself online at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). This service is free for volunteers and costs £13.00 per year for paid roles.

For more information on the DBS Update Service please contact your Parish Safeguarding Representative, or the Diocesan Safeguarding Team.