

Factsheet C13: Guide to completing a DBS Check

This factsheet will guide you and your employee through how to complete a Disclosure & Barring Scheme (DBS) Check (formerly known as a CRB check). You will both need to complete sections of the form relevant to you, as explained in this factsheet. You will then need to send the completed form back to the authorised body who asked you to complete it. If you have printed the form yourself, then this needs to be checked and signed by an authorised body.

If you are in receipt of funding from Norfolk County Council, they will carry out and fund these checks on your behalf. If you are receiving a Personal Health Budget or are funding your own support, you will need to choose an accredited provider to complete this check on your behalf. Equal Lives are one of the accredited providers offering this service. The costs can be obtained direct from Norfolk County Council or via Equal Lives' website:

www.equallives.org.uk/information-and-advice/care-support/

Please note: the check can take between six and eight weeks to be processed. Equal Lives would strongly advise that you wait for the result of the check before your employee begins work. However, this is your choice. The certificate itself is sent directly to the employee. Therefore, you should request to see the original document as soon as possible. You should take a copy to keep for your records before passing back to employee.



General points to take into account

- Do not submit photocopies of this form;
- Do not send any identity documents with this form, i.e. passport, driving licence;
- Complete the form using **black ink**. Insert one character in each box;
- Only use **capital letters**;
- **All** yellow highlighted sections should be completed;
- You do not need to complete questions, 28, 29 or section d;
- If one of the sections does not apply **leave it blank. Do not enter N/A**;
- If you make a mistake put a line through the mistake and put your amendment to the right. **Do not use correction fluid**;
- Write down **all** of the addresses you have lived at in the last five years (including any overseas addresses). Please use the continuation sheet if necessary;
- If you mistakenly put a cross in both the 'yes' and 'no' boxes make sure there is a cross in the correct box and then **circle the correct box**;
- When signing the form **keep your signature inside the box**;
- Transgender applicants can call the DBS sensitive applications line; 0151 676 1452 or email sensitive@dbsgsi.gov.uk for further advice about completing the form.

Section A – Applicant Details (your employee)

The new employee is the person applying for the check. You must complete all sections highlighted in yellow.

- Enter your title in section (a1);
- Enter your **current** surname in section (a2);
- Enter your **current** forename in section (a3);
- Indicate if you have been known by any other names in section (a4);



- **If you select yes** you **must** provide all other names you have been known by **from birth**. Use the continuation sheet if you need to;
 - For each of your previous names ensure that **both** forename and surname parts are completed and the dates you were known by that name have been completed;
 - If you have previous names they should be added in descending order, i.e. your birth name first;
 - If you are using two names concurrently e.g. for professional purposes you should enter your primary name in (a2/a3) and your secondary name in (a5), including forenames, and enter the current date in the date field;
 - Applicants who were adopted before the age of 10 do not need to provide their name at birth.
- Enter your date of birth at section (a14);
 - Enter your gender at section (a15);
 - Enter your place of birth and the town you were born in section (a16);
 - Enter the country you were born in at section (a17);
 - Put a cross in relevant box to state whether you have a National Insurance number at section (a20) and enter your National Insurance number in (a21);
 - Put a cross in relevant box to state whether you have a driving licence in section (a22) and enter your driving licence number (if you have one) in section (a23);
 - Put a cross in relevant box to state if you have a valid passport in section (a24) and enter your passport number (if you have one) in section (a25), enter your nationality (a26), enter the country of issue at section (a27).
 - Put a cross in relevant box to state if you have a Scottish vetting and barring number. Enter your Scottish vetting and barring number (if you have one) in section (a31);



Section B – Current address (your employee)

- Enter the details of your current address, i.e. where you are currently living. This will be where the results of the DBS check will be sent.
- Enter the date you moved into your current address in section (b37) using the MM/YYYY format only. (i.e. 05/2003)

Section C – Previous addresses (your employee)

- Enter details of all previous addresses where you have lived in the last 5 years. There should be no gaps in dates, however overlapping dates are acceptable. Use a continuation sheet if you need to.

YOU DO NOT NEED TO COMPLETE SECTION D

Section E – declaration by the applicant (your employee)

- Place a cross in the relevant box stating whether you have been convicted of a criminal offence.
- Insert date of signing in section (57); **Make sure you keep your signature inside the box.**

When you have completed the form check and read through the form to make sure you have completed all sections.

Make a note of the form reference number (which can be found at the top right hand corner of the front page of the form). You will then be able to track the progress of the form by going to www.homeoffice.gov.uk

The 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.



Section W – Evidence of identity (you as the Employer)

As the employer you must complete section W:

- Enter your full name in section (58);
- Confirm that you have established the true identity of the applicant in section (59);

Section X – Apply for a DBS check (you as the Employer)

- Enter the position applied for (X61); (i.e. carer/personal assistant)
- On the second line (X61) you must indicate whether the new employee is supporting an adult or child. If adult write 'Adult Workforce' if a child write 'Child Workforce'
- Enter the organisation name who is the authorised body (X62); (ie NCODP or Norfolk County Council)
- Enter the level of DBS check (X63); this is **always** enhanced DBS check
- Enter an 'x' to whichever is appropriate (X64; X65; X66)
- Enter **no** in the section if the application is for a free of charge volunteer (X68)

**RETURN THE FORM TO AN AUTHORISED BODY FOR PROCESSING.
THE AUTHORISED BODY WILL COMPLETE SECTION Y AND Z.**

DO NOT SEND THE FORM DIRECTLY TO THE DBS.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

