

## DBS Disclosure Application Form

This is our DBS application form for Disclosure applications being submitted to the DBS electronically. The data will be transferred to our database for onward transmission to the DBS. Thirty days after your Disclosure is issued, the data will be deleted from our database. Only your contact details and date of birth will be retained, to facilitate any follow-up queries. This form will be archived securely for 6 years for audit purposes, then shredded and disposed of securely. This is inline with standard DBS practices.

**I Requesting Organisation**

This is the employer/regulator/voluntary organisation which is asking you to apply for a DBS Disclosure

**II Role Description**

This should give the DBS some idea what it is about the role that requires a Disclosure, so please include this if it is not obvious from the title, e.g. if you work in a care home don't just enter "Manager" but "Care Home Manager"

**1 Title** Mr  Mrs  Miss  Ms  Other

**2 Surname**

**3 Forename(s)**  
(Separated by a space)

\* If your name at birth is the same as entered in **2** & **3** above, you can tick here and leave **4** **5** & **6** blank if you prefer.

**4 Surname at birth\***

**5 Forename(s) at birth**  
- No "Nicknames"  
- Separated by a space

**6 If applicable, when did you stop using your original surname?** M M Y Y Y Y

Other names and dates these names were used (not name at birth or current name):

**4a Surname**

**5a Forename(s)**  
- No "Nicknames"  
- Separated by a space

**6a Dates when used** From M M Y Y Y Y To M M Y Y Y Y

**4b Surname**

**5b Forename(s)**  
- No "Nicknames"  
- Separated by a space

**6b Dates when used** From M M Y Y Y Y To M M Y Y Y Y If you have been known by more names, please write these with the dates they were used on a blank sheet of A4.

**7 Date of Birth** DD MM YYYY **Gender** Male  Female

**8 Town of birth**

**9 Country of birth**

**10 E-mail address**  
(If you have one)

**11 Telephone number(s)** 1  2   
(You can be contacted on)

**12** If you have a UK **National Insurance** number, what is it?

**13** Do you have a valid UK **drivers licence**? Yes  No

**13a** If the answer to 13 is "Yes", what is the **number**?

**13b** If the answer to 13 is "Yes", what **type** is it? Photocard  Old style paper

**13c** If the answer to 13 is "Yes", what is the **valid from date**? DD MM YYYY

**14** Do you have a valid **Passport**? Yes  No

**14a** If the answer to 14 is "Yes", what is the **number**?

**14b** If the answer to 14 is "Yes", what is the **issue date**? DD MM YYYY

**14c** What is your **nationality**?

**14d** In which **country** was your **passport issued**?

The DBS require your current address and a **FULL 5 YEAR HISTORY** of where you have lived, with no gaps (overlaps are OK). All UK addresses must have a postcode, but overseas addresses need not have a postcode. If you have been travelling overseas, with no fixed address, write the word TRAVELLING on the first line, and then enter one of the countries visited. You are also required to enter the dates of your departure and arrival back in the UK


**15** Current Address   
  
  
**16** Town/City   
  
**17** County   
  
**18** Postcode  **19** Country   
  
**20** At address since

**21** 1st Previous Address   
  
  
**22** Town/City   
  
**23** County   
  
**24** Postcode  **25** Country   
  
**26** Dates at address From       To

**21a** 2nd Previous Address   
  
  
**22a** Town/City   
  
**23a** County   
  
**24a** Postcode  **25a** Country   
  
**26a** Dates at address From       To

**21b** 3rd Previous Address   
  
  
**22b** Town/City   
  
**23b** County   
  
**24b** Postcode  **25b** Country   
  
**26b** Dates at address From       To       If you have more previous addresses please provide them, with dates you lived there, on a Blank A4 Sheet

**27** Do you have any unspent criminal convictions, cautions, reprimands or warnings that would not be Filtered under current guidance? Yes  No

**28** **Declaration by the applicant**  
 By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true. I also understand that knowingly to make a false statement for this purpose may be a criminal offence.  
**Applicant to sign within the box**   
  
**29** Date of signature

**30** Once your documents have been processed, we will post your original documentation back by Royal Mail's 'Tracked' service. This will require a signature upon delivery. If you are not available to sign for the package, Royal Mail will leave a delivery note for collection from your local depot. Royal Mail are able to make a 'Tracked' delivery without requiring a signature. If you would prefer the 'non-signature' option, please tick here.  No signature upon delivery

