



# Checking a DBS application

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# Front page



Make sure the Form Reference starts F01. Forms with a reference starting F00 were discontinued in 2014 and can't be submitted.

Don't write on or stamp the form anywhere near the bar code.

# Front page

## YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

Make sure the whole form is completed in **BLACK INK** and **CAPITAL LETTERS**.

If you or the applicant cross the wrong box, put a line through that box, cross the correct box and put a circle round it to show it's the box you meant to cross.

# Front page

## YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

If you use correction fluid (eg. Tippex) or stick a label on the form, it will be rejected.

# Inside left page – applicant's names

**a** applicant's details

1 title    mr     mrs     miss     ms     other

2 surname

3 forename(s)

4 have you ever been known by any other names?    no     yes     If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14    Use a continuation sheet if necessary, available from [www.gov.uk/dbs](http://www.gov.uk/dbs)

5 surname

6 forename(s)

7 dates from and to  -

If the applicant has a middle name on their identity documents, it must be included in a3.

Date format is MMYYYY

If the applicant has ever been officially known by another name (not a nickname), they must include all previous names here. It must be possible to follow the full date sequence from birth to current name. Forenames must be repeated every time even if they have stayed the same. If the applicant uses two different names for different purposes (eg. married name and professional name), they should include both and put the current month and year as the 'to' date in a7. Transgender applicants should contact the DBS Sensitive Applications line on 0151 676 1452 or e-mail [sensitive@dbs.gov.uk](mailto:sensitive@dbs.gov.uk) for advice about completing the form.

# Inside left page – place of birth

16	place of birth (town)	<input type="text"/>
17	place of birth (country)	<input type="text"/>
18	e-mail address	<input type="text"/>
19	contact telephone number	<input type="text"/>

Make sure the applicant has put the country of their birth, not the county.

There is no need for the applicant to provide their contact details if they would prefer not to.

# Inside left page – National Insurance no.

20 do you have a national insurance number? no  yes  If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number

Everyone aged 16+ who is entitled to work or receive benefits in the UK has a National Insurance number which must be included on the form. If they have mislaid their number they should go to <https://www.gov.uk/apply-national-insurance-number> for information on how to obtain it.

The only acceptable reason for leaving this section blank is that the applicant is a non-UK citizen who does not work, receive benefits or pay tax in the UK.

# Inside left page – driving licence number

Only UK driving licence details should be entered in a22-23. When checking the driving licence, make sure the photo matches the applicant, and that any middle names appearing on the licence have been included in a3 at the top of the page.

If the applicant has a middle name but it doesn't appear on their driving licence, check that it does appear on their birth certificate and/or passport. They probably didn't include it when they originally applied for their licence and at the time there was no cross-checking with passports etc. We will enclose a standard letter with the form to explain to the DBS.

22	do you hold a valid UK driving licence?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If 'yes' you must complete a23, if 'no' go to a24
23	driving licence number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		



# Inside left page – driving licence number

The format of a UK driving licence number is as follows:

22	do you hold a valid UK driving licence?	no <input type="checkbox"/>	yes <input type="checkbox"/>	if 'yes' you must complete a23, if 'no' go to a24											
23	driving licence number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>													

Diagram illustrating the format of a UK driving licence number:

First five letters of surname      Date of birth YMMDDY (5 added to first digit of month if female)      2 initials and 9 or 1 initial and 99      2 letters, 2 numbers



# Inside left page – checking identity

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

As your organisation's designated person, you are verifying the application on behalf of the RYA. You need to cross the relevant boxes here. You must always verify the applicant's title, surname and forename(s) and date of birth (a1-3, a14).

You don't have to see every document listed, but you must see enough to satisfy the DBS's requirements as listed in the RYA's guidance notes (see Appendix on slides 21-24) or on the DBS website:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

# Inside right page – address history

**b** current address Please give details of your current address.  
This is the address to which all correspondence will be sent.

32 address

33 town/city

34 county

35 UK postcode

36 country

37 at address since

registered body use only

current address verified?

**c** other addresses

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from [www.gov.uk/dbs](http://www.gov.uk/dbs). If not applicable, go to section e.

Remember to check a document showing the applicant's current address and cross this box.

If the applicant can't remember the month when they started living at their current address, they need to take a guess and not leave the boxes blank. Format is MMYYYY.



# Inside right page – applicant declaration

**e** declaration by the applicant

55 do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? no  yes

56 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 and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature

DDMMYYYY

Applicant declaration  
(please sign within the box provided)

TCS VER 4.0 03/15 English DAF

The form must be countersigned by the RYA within 90 days of the applicant's signature

If the applicant isn't certain whether a previous offence would be 'filtered' they can check the DBS's guidance: <https://www.gov.uk/government/collections/dbs-filtering-guidance>



# Back page

W evidence of identity	
58 name of evidence checker	<input type="text"/>
59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/>

Write in your name as your organisation's designated form and identity checker and cross Yes to confirm that you have been able to fulfil the DBS's requirements for checking the applicant's identity and have crossed the relevant boxes on the inside pages.

# Back page – Section X

The screenshot shows a form titled 'X apply for a DBS check'. It contains three input fields on the left and a grid of boxes on the right. The first field is labeled '60 not used'. The second is '61 position applied for'. The third is '62 organisation name'. The grid has three rows and 26 columns. The first row contains the text 'D O N O T U S E' followed by 19 empty boxes. Red arrows point from the text 'Workforce', 'Position', and 'Your organisation' to the first, second, and third rows of the grid respectively.

## Workforce

- If you are requesting the check because the applicant regularly teaches, trains or supervises under 18s, put CHILD WORKFORCE in line 1 of x61.
- If they regularly teach, train, supervise vulnerable adults, put ADULT WORKFORCE.
- If they regularly work with both groups, put CHILD AND ADULT WORKFORCE.

Position You need to explain to the DBS why the position is eligible for a DBS check. Don't just put the person's job title, put a clear description like SUPERVISING CHILDREN. Avoid sailing-specific titles such as Beachmaster or Rear-Commodore. Roles like Instructor or Coach are clear.



# Back page – level of check

63 level of DBS check Please cross one box only standard  If crossed go to x67 enhanced  If crossed go to x64

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

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

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

X63 will always be Enhanced, which is the correct level for working with children or vulnerable adults

x65 and x66 will always be 'No'

You may only legally request a check of the Children's Barred List if the applicant's role involves Regulated Activity with Children. This means:

- they teach, train, instruct, supervise or care for children frequently - at least once a week, or four times in a 30 day period - or overnight

AND

- they are not working under the direct supervision of another person who has been checked.

# Back page – Section X

67	application type	application is for a new post holder	<input type="checkbox"/>
		application is for an existing post holder	<input type="checkbox"/>
		application is for an existing post holder who is being re-checked	<input type="checkbox"/>

The applicant is not yet doing the role for which you are requesting a check.

The applicant is already doing the role but has not yet been checked by your organisation.

The applicant was previously checked by your organisation but you require them to apply for an updated check.

# Back page – Section X

68	Is this application for a free of charge volunteer?	no <input type="checkbox"/>	yes <input type="checkbox"/>	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.
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## DBS definition

To qualify for a free-of-charge volunteer check, the applicant must not:

- benefit financially from the position for which the application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be in a trainee position or undertaking a course of study that will lead to a full time role/qualification

If you cross 'No', please either enclose a cheque for £44 payable to RYA, or we can invoice your organisation.

# Back page – Section Y

STOP!

Please do not complete Section Y, that's for the RYA to complete.

You can now send the form to the RYA Safeguarding Manager at RYA House, Ensign Way, Hamble, Southampton, SO31 4YA.

You may wish to use a 'signed for' postal service as the form contains sensitive personal data.

If anything in this presentation isn't clear, please e-mail [disclosures@rya.org.uk](mailto:disclosures@rya.org.uk) or call 023 8060 4104

## APPENDIX DBS application forms – checking identity documents (1)

In crossing box w59 on the DBS application form as **YES** you are confirming that you have followed the correct procedure on behalf of the RYA. Full guidance is available on the DBS website <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

A list of Group 1 and Group 2 documents that can be used as evidence of identity when following Routes 1, 2 or 3 is on slides 23-24 and was sent to you with the blank forms (make sure it's the September 2018 version). No other document can be accepted as evidence of identity for this purpose.

If the applicant is a **non-UK or EEA citizen applying for paid work, you cannot use the Route 1, 2 or 3 process shown below.** There is a separate list of primary and secondary supporting documents for this purpose. Please see the DBS guidance at the link above or contact the RYA at [disclosure@rya.org.uk](mailto:disclosure@rya.org.uk) or 023 8060 4104 for advice.

**For all other applicants, if possible follow Route 1** – the applicant must be able to show three documents, one from Group 1 and two from either Group 1, 2a or 2b (see list on slides 23-24). At least one document must show their current address.

## **DBS application forms – checking identity documents (2)**

If the applicant is unable to satisfy the requirements of Route 1 and they are a **UK or EEA citizen**, you should follow **Route 2** – the applicant must be able to show one document from Group 2a and two further documents from either Group 2a or 2b, at least one of which must show their current address, and an appropriate external ID validation service must then check the application (contact the RYA for advice). If an **EEA national who has been resident in the UK for 5 years or less** can't show these documents, they may need to be fingerprinted – cross NO in w59.

If it's impossible to process the application through Routes 1 or 2, **UK nationals and EEA nationals who have been resident in the UK for more than 5 years** may use **Route 3** – the applicant must be able to show a birth certificate (UK, Isle of Man or Channel Islands) issued after the time of birth, one document from Group 2a and three further documents from Group 2a or 2b. At least one document must show their current address.

If the applicant is a **non-EEA citizen applying for a voluntary role** and is unable to satisfy the requirements of Route 1, they will need to be fingerprinted - cross NO in w59. They cannot use Routes 2 or 3.

## **Fingerprinting**

If you cross NO in w59 on the application form the applicant will then be asked to give consent to have their fingerprints taken. This will require attendance at a Police Station at an appointed time, and may delay the overall application process.

**Group 1 – Primary identity documents**

Any current and valid Passport

Biometric Residence Permit - UK

Current Driving Licence photocard (full or provisional) – UK, Isle of Man, Channel Islands, EEA.

Birth Certificate issued within 12 months of birth – UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Adoption certificate – UK, Channel Islands.

**Group 2(a) – Trusted government documents**

Current valid Driving Licence photocard (full or provisional) – all countries outside the EEA (excluding Isle of Man and Channel Islands)

Current valid Driving Licence - paper version (if issued before 1998) (full or provisional) – UK, Isle of Man, Channel Islands, EEA.

Birth Certificate issued after time of birth – UK, Isle of Man, Channel Islands.

Marriage/Civil Partnership Certificate – UK, Channel Islands

Immigration document, visa or work permit issued by country where role is based (for applicants living and working outside the UK)

HM Forces ID Card - UK

Firearms Licence – UK, Channel Islands, Isle of Man

<b>Group 2(b) – Financial and social history documents</b>
Mortgage Statement – UK or EEA **
Bank or Building Society Statement – UK, Channel Islands, EEA * (for applicants living outside EEA, branch must be located in country in which they live and work)
Bank or building society account opening confirmation letter – UK *
Credit Card Statement – UK or EEA *
Financial Statement eg. pension or endowment – UK **
P45/P60 Statement - UK, Channel Islands **
Council Tax Statement – UK, Channel Islands **
Work Permit or Visa – UK – valid up to expiry date
Letter of sponsorship from future employment provider – non-UK or non-EEA only – valid only for applicants residing outside the UK at time of application. Must still be valid.
Utility Bill (not mobile phone bill) - UK *
Benefit Statement eg. Child Benefit, Pension *
Central or local government, government Agency or local council document giving entitlement, eg. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs – UK, Channel Islands *
EU National ID Card – must be valid.
Valid cards carrying the PASS accreditation logo – UK, Isle of Man, Channel Islands
If aged 16-19 and in full-time education, letter from current Head Teacher or College Principal if other document cannot be provided.

\* must be less than 3 months old

\*\* must be issued within the last 12 months