Voluntary Action Harrow Co-operative
Helping you achieve.
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Tips for completing / checking the DBS form

This covers the common mistakes made when completing a DBS form. If forms are done correctly the first time then they are quicker to process.

Sections completed by applicant

Question	Common Problem
6	If you are completing Q. 5, please ensure you are including the forename again.
7, 13, 37, 43, 49	These need the month & year only (often applicants put date, month & year).
23	Every box should be filled in here. If there are gaps then the applicant hasn't completed all the information. Often the last 2 number are missing, on the paper version this is the 'issue number'.
D	This whole section doesn't need to be completed – either leave blank or tick no.

Sections completed by the ID checker
If you are seeing the original documents then you will need to complete section W & Y.

Question	Common Problem
61	You should now include one of the following phrases in field x61, line 1: • 'Child Workforce'. Use this for any position that involves working/volunteering with children. • 'Adult Workforce'. Use this for any position that involves working/volunteering with adults. • 'Child and Adult Workforce'. Use this for any position that involves working/volunteering with both children and adults. • 'Other Workforce'. Use this for any position that does not involve working/volunteering with Children or Adults e.g. security guard.
72	Please **DON'T** sign

Documents
• Please make sure that the proof of address is less than 3 months old.

General
• No Tip-Ex – the DBS will just return the form, elongating the process!
• If someone's situation is unusual e.g. they have 2 addresses for 1 period please enclose a note of explanation, this is useful in case we need to clarify the situation with the DBS.

Any questions or queries:
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