

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

Section and Field	Common Problem
A6	If you are completing A5, please ensure you are including the forename again.
A7, A10, A13, C37, C43, C49	These need the month & year only (often applicants put date, month & year).
A23	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 & X.

Sections	Common Problem
X61 Line 2	You should now include one of the following phrases in field x61, line 2: <ul style="list-style-type: none"> '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.
Y	Please DON'T sign, leave this section blank for us to complete.

Documents

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

General

- **No correction tapes/fluids** – 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 DBS.

Any questions or queries:

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