

DBS APPLICATION COMPLETION GUIDANCE - Applicants

ALWAYS USE BLACK INK THROUGHOUT THE FORM

Sections 1 - 13 Names

- Write all names fully on the form including middle names
- If you have had a change of name you must provide evidence of the change e.g. marriage certificate, deed poll certificate etc.
- Any dates relating to changes of names must be written in **as month and year** eg **June 2019 would be written as 062019**

Section 14

- The date of birth must be **written in as day/month/year**

Section 15

- Put a cross in the correct box

Sections 16 – 17

- Write the town of birth in capital letters
- Write the country of birth in capital letters

Sections 18 – 19

- These can be completed but are **NOT** essential.

Sections 20 - 21

- If you have a national insurance number to hand, fill in this section and the “yes” box. If you do not have the number to hand cross the “no” box

Sections 22 – 23

- If you have a driving licence and you are using this as a form of ID then please write the full driving licence number including the two numbers slightly detached from the main number (18 digits in total).

Sections 24 – 27

- If you are providing a passport as proof of ID please complete the details in lines 24 – 27. An out of date passport **cannot** be used as evidence.

Sections 28 – 29

- These sections are not used

Section 30 & 31

- If you have had a Scottish Vetting check done previously please tick yes and included the disclosure number. Alternatively cross the “no” box.

Sections 32 – 49

- All applicants must supply their full 5 year address history. Please ensure that the dates of residence are input in MM/YYYY – MM/YYYY format, there should be no gaps between the dates lived at each property. If there is not enough room on the form please use a continuation sheet.

Sections 50 – 54

- These sections are not used

Section 55

- If you answer yes in this box you will have to have a discussion with your tutor to see if there is anything that may prevent you from completing the course that you have applied for.

Section 56

- Please sign within the box. If you go out of the lines, the application will be sent back.

Section 57

- Enter the date the application has been signed in day/month/year format.

THE BACK PAGE WILL BE COMPLETED BY YOUR TUTOR PLEASE LEAVE THIS BLANK

There are 5 separate stages of a DBS check. Applications normally take between 2 and 4 weeks to be returned, depending on the time of year etc. You will receive a copy of the DBS certificate in the post and will be responsible for bringing it into College when it arrives.

Reprint requests must be made within 3 months (93 days) of the certificate issue date and may only be re-issued to the address of the recipient of the original certificate. The DBS will only issue 1 reprint of a certificate.

If you would like to sign your DBS certificate on to the update service, you can do this by using the Certificate number printed on your Certificate **within 14 days** of its issue.