

Guidance for Disclosure and Barring Service document verifiers

The Diocese now has an online application system available, which should be used as a preference, as it is simpler and quicker. For more information about this, please contact the DBS Administrator. The guide below refers to the older paper application system, which is still in use in some parishes.

Section A Applicants Details

Sections 1-13 Name and Previous names

- If the applicant is female and married, the chances are they have at least one previous surname. Please ask them to provide it in sections 5-13, including the dates (month and year) it was used. Even if they have not changed their surname, please re-state their name in sections 5-13 using the current month and year as the end date, and use the Additional Information section on a continuation sheet (available to download from the DBS website) to explain the situation.
- If the applicant has any previous name(s), please make sure there is a continuous name history from birth to the present day (e.g. if they have been married and gone back to their maiden name, the maiden name should go in sections 1-3 with the married name **and** maiden name stated in sections 5-13).
- If the applicant uses more than one name (e.g. personal and professional) then please include both, one in sections 1-3 and one in sections 5-13. Bear in mind when deciding which way around to do this that the applicant will need to provide proof of their name in section 1-3.

Section 16-17 Place of Birth

- Please check that the applicant has stated the town and country (not county) of birth.

Sections 20-31

- If the applicant has answered Yes to any of these questions, all the details **must** be provided (this includes nationality and country of issue in sections 26-27).

Section B Current Address & Section C Other Addresses

- Please make sure that the applicant has left a space between the house number and the street name, and between each word in the address.
- Please make sure that the applicant has provided the date (month and year only) that they moved to this address.

- If the applicant has lived at this address less than **five years**, please ask them to complete their previous addresses including the dates (month and year) that they lived at each in section C, following the same guidelines as for section B.
- If the applicant is a student who has both home and term time addresses, please put one in section B and the other in section C (with the end date as the current month and year). Bear in mind when deciding which way around to do this that the applicant will need to provide proof of their address in section B.
- If the applicant has lived overseas during the last five years, it is sufficient to write "Overseas" in the first line of the address with the country in the relevant section (either 42 or 48)

Section E Declaration by the Applicant

- Please make sure that all three sections are completed.

Sections W, X and Y

Please **do not complete** any of these sections, or any of the checkboxes on the two inner pages.

Instead please complete **only** the Documentary Evidence Sheet and Information Checklist, giving details of the role that the applicant will be fulfilling.

Disclosure certificates

When the applicant receives their Disclosure certificate, you must see it in person.

If it is completely clear, you may proceed with the appointment. You must also contact Becci Richardson at Bishopthorpe Palace by email, telephone or letter with the certificate number and issue date.

If there is any conviction, caution or any other information at all, however apparently minor, the applicant **must not** start in post yet. The certificate **must** be sent via Recorded Delivery to Becci Richardson at Bishopthorpe Palace for a confidential assessment of the risk. A blemished certificate does not necessarily prohibit working with children or vulnerable adults, but it is important that all blemishes are dealt with appropriately.