

## DURHAM DIOCESAN BOARD OF FINANCE

### Notes for applicants for completion of DBS form

PLEASE READ THESE NOTES (and those on the form) first. They relate to the application form for the Disclosure and Barring Service (formerly the Criminal Records Bureau).

Please use **BLACK INK** and CAPITAL LETTERS.

**DATES!** 30% of applicants get the dates wrong:

Some questions ask for just month and year: MM/YYYY; but some ask for the day as well: DD/MM/YYYY. The month is always in numbers, not words.

Please leave a space between names (including place names).

Please put crosses and not ticks in the boxes when needed.

IF YOU MAKE A MISTAKE, please do not use correcting fluid:

- Put a line through the mistake and if you can, write the correct information to the right. If there is not enough space, write it on a separate sheet of paper and send it to us.
- If you put a cross in the wrong box, put a line through it, and put a cross in the correct box and a ring round it.

Section a: complete the following:

**a1, a2, a3:** put all current forenames (Christian names) in **a3**. They must be in the correct order (as in your birth certificate/passport/driving licence).

**a4:** if you have previously used a different name (including an abbreviation), put all the names you used at that time, and the dates, in **a5, a6, a7**. Repeat this if necessary in **a8** onwards.

Complete **a14, a15, a16, a17**

**a18** and **a19** are optional.

**a20** to **a27** are required where they apply to you. At **a23** it is the DRIVER NUMBER (beginning with part of your surname) which is needed.

Do not complete **a28** and **a29**.

Section b: complete **b32** to **b37**.

*...continued over the page...*

**Section c:** complete only if you have not lived at your current address in section **b** for all of the last 5 years.

If you have lived outside the UK in the last 5 years, put "OVERSEAS" as the first line of the previous address (at **c38** or **C44**) and just put the country and dates in **c42/43** or **c48/49**.

Use the continuation sheet if you have more than 3 addresses in the 5 years.

DO NOT complete **Section d**

**Section e:** complete, and sign within the box.

**DO NOT complete Sections w, x, y or z.** Please ask the person checking your identity (the validator or 'evidence checker') to write the title of the post in the second line of **x61** leaving line one of that section blank or to send it to us on a separate sheet (with a description of the activities if it is not obvious from the title).

If you use a continuation sheet, **DO NOT** sign in the box.

DO NOT send the form to the DBS. Take the form to the person who gave it to you, who will check your evidence – see below. Please give your self-declaration form to the parish priest, or ask the checker to do so.

### **Identity and Address Evidence**

- When you have completed the form you will need to provide enough documents for your identity and your current address to be checked. Our enclosed Document Checklist shows the documents which can be used.
- If you have a "group 1 document" (including a current passport, photocard driving licence or original birth certificate, you **MUST** provide at least one of those documents. If not, we will have to commission an external identity check, for which there will be a charge.
- It helps if you provide more than the minimum number of documents.
- At least one document should include a photograph of you – so a passport and/or photocard driving licence are good.
- At least one document must show your current address. If you have no documents showing your current address because you have moved recently, please contact the Diocesan Office.

-----

Thank you for reading these notes. If you have any questions, please ask the person who gave the form to you (the 'evidence checker') in the first instance.

*Diocesan Office, Auckland Castle, 01388 604515*