



## DBS Application Form Checklist

### SECTION A

- ARE YOU USING A BLACK PEN?**
- A1 - A3 Are these completed in full?
- A4 Is the tick box completed? If **YES**, the fields **A5–A7 must be** completed.
- A5 – A6 Are these completed in full? Forenames must be re-entered.
- A7 Is the correct format used? MM/YYYY (no gaps)
- A8 – A13 Repeat if necessary. Is a continuation sheet required?
- A14 Is the correct format used? DD/MM/YYYY
- A15 Is the tick box completed?
- A16 – A17 Are these fields completed?
- A20 Is the tick box completed?
- A21 If **YES** is ticked, this **must be** completed.
- A22 Is the tick box completed?
- A23 If **Yes** is ticked, this **must be** completed or an explanation provided on a continuation sheet.
- Is there another name indicated and not recorded at A3?
- A24 Is the tick box completed? If **YES** is ticked, **A25-A27 must be** completed or an explanation provided on a continuation sheet.
- A28-A29 Do not use.
- A30 Is this completed? – if appropriate.

### SECTION B

- B32 – B37 Has the full address and postcode been provided.
- Is the correct format used? MM/YYYY
- Does the address cover a five year period? If **no** or if **additional addresses are provided** has **section C** been completed?

### SECTION C

- C38 – C43 Repeat if necessary – Are there any gaps?
- C44 – C49 Repeat if necessary – Are there any gaps?
- Is a continuation sheet required? Is it completed correctly?

### SECTION D

**DO NOT COMPLETE**

### SECTION E

- E55 Has the applicant completed the tick box?
- E56 Is the signature inside the box?
- E57 Is the form dated with the correct format used? DD/MM/YYYY

## DBS Application Form Checklist

### SECTION W

**ARE YOU USING A BLACK PEN?**

W58 Has the name of the Evidence Checker been entered?

W59 Is the tick box completed?

### SECTION X

**ARE YOU USING A BLACK PEN?**

X60 Do not use.

X61 Have you been specific with the position applied for?  
Use only the top line – 30 characters

X62 Has the organisation name been entered?

X63 Is the tick box completed? Standard or Enhanced?

If **Standard** go to **X67**. **ONLY** if **Enhanced** complete the next three fields.

X64 Is the applicant working with children?

Are you entitled to know if the individual is barred from working with children?

Is the tick box completed?

X65 Is the applicant working with adults?

Are you entitled to know if the individual is barred from working with adults?

Is the tick box completed?

X66 Is the applicant working **in their own home** with children or adults  
(is the position home based)?

Is the tick box completed?

X67 Is a tick box completed?

X68 Is the application for a volunteer (free of charge)?

Does it meet the DBS definition and criteria?

Is the tick box completed?

### SECTION Y

Y69 Does this form belong to your organisation?

Y70 Have you entered your Countersignatory number?

Y72 Have you read the declaration?

Have you checked the form is complete and accurate?

Is this application eligible for a DBS check?

Have you signed inside the box?

Y73 Have you dated the form? Is the correct format used? DD/MM/YYYY