



Disclosure &
Barring Service

Guidelines for the countersignatory application form

Important information

The importance of the information requested on the application form

Information provided on DBS certificates is sensitive and confidential. Accordingly, it is important that anyone in an organisation who sees DBS certificate information should handle it carefully.

The information requested on the lead countersignatory and countersignatory application forms is used to check that all countersignatories are suitable individuals to see DBS certificate information. This is an essential part of the registration process. All applications for countersignatory status are checked by DBS to the level of an Enhanced DBS check. Countersignatories will have access to sensitive personal information. It will be their responsibility to both ensure its security, and determine whether or not the applicant is allowed to undertake the role or position.

DBS is committed to compliance with the General Data Protection Regulation (GDPR). Your personal information will be held securely, and will only be seen by DBS staff who need to see it as part of their role.

Completing the form

Please read the following instructions when completing the application form. Failure to do so may result in the application being rejected by DBS and will delay your registration.

Do:

- **Do** use black ink throughout and write in block capitals only
- **Do** use only one letter or number in each box
- **Do** correct a mistake on the form by putting a line through it and writing the correction clearly to the right - if there is no space to the right, make a correction as close as possible
- **Do** complete all fields marked with an asterisk (*) - these are mandatory and must be completed, where applicable, or the form will be returned
- **Do** leave an empty box between words but not between postcodes or telephone numbers
- **Do** mark choices in the boxes indicated with a cross (X), not a tick
- **Do** be sure to sign the declaration at Section D, Item 70, keeping your signature inside the box

Don't:

- **Don't** write over the edges of the box
- **Don't** place any stamps or stickers on the form i.e. featuring addresses or dates
- **Don't** put a line through a section of the form or state a field is not applicable - if it is not relevant, leave it blank
- **Don't** staple any attachments to the form
- **Don't** use correction fluid

Continued overleaf.

Once you have completed the countersignatory application form, please forward the form to your Lead Countersignatory with your proof of identification.

The Lead Countersignatory will collate the application forms, validate original documents and send the form to DBS with the appropriate payment.

Before completing the countersignatory application form, countersignatories should read DBS' Code of Practice, any relevant publications and guidance notes. These are available from your Lead Countersignatory and at www.gov.uk/dbs.

A. New Countersignatory application details

Fields marked with an asterisk (*) are mandatory and must be completed.

Item no:	Description:	Guidance notes:
1.*	Title of applicant	One of the options available must be completed.
2.*	Present surname	Please enter your current surname.
3.*	Birth surname	Surname at birth must be provided even if this is the same as the surname recorded above (Section A, Item 2)
4.*	Any other surname	Please provide details of any other surname(s) used (other than those referred to in Items 2 and 3 above) at any time during your lifetime and the dates during which the surname(s) were used.
5.*	Present forenames (1st/2nd)	Please provide your first and second (if applicable) current forenames.
6.*	Present forenames (3rd/4th)	Please provide your third and fourth (if applicable) current forenames.
7.*	Birth forenames (if different)	If your forename(s) at birth were different from your present forename(s), please enter your birth forename(s) exactly as registered on your birth certificate.
8.*	Any other forename(s) used	If applicable, please provide details of any other forename(s) used (other than those referred to in Items 5, 6 and 7 above) at any time during your lifetime and the dates during which those forename(s) were used.
9.*	Registered date of birth	Please enter your registered date of birth as stated on your birth certificate. Please enter numbers only.
10.*	Place of birth (if born IN the UK)	Please enter the UK town or city registered as your city of birth.
11.	Place of birth (if born IN the UK)	Please enter the UK country or district in which your birth was registered.
12.*	Place of birth (if born OUTSIDE the UK)	Please enter the city of region registered as your place of birth.
13.*	Place of birth (if born OUTSIDE the UK)	Please enter the country in which your birth was first registered.
14.*	Gender	Only one box should be ticked.

Continued overleaf.

Item no:	Description:	Guidance notes:
15.*	Countersignatory role	Please state your formal role/function within your organisation, for example: Company Secretary, Hospital Manager, Head Teacher, Head of Recruitment etc.
16/21.*	Name of address and organisation	This should be your day-to-day active address, as this will be used to send copies of DBS certificates to you.
22.	Email address	Please enter your own email contact address (within the organisation if applicable) clearly, using capital letters.
23/27.*	Current address	Please provide full details of your present, permanent home address. If this has been your home address for less than five years, please provide further details within Items 31 to 36.
28/29.	Home telephone details	DBS no longer requires the information requested in Items 28/29. Please leave this section blank.
30.*	Resident at address since	Please state the month and year (for example 042000 for April 2000) that you moved to your current residential address.
31/36.*	Previous address(es)	If you have lived at your current address for less than five years, please ensure you provide details of your previous addresses and dates of residence for the past five years, ensuring there are no gaps or overlapping. If you have lived at more than two addresses in the last five years, please continue on a separate sheet of paper. Please give full details, including postcode.

B. Personal information

The Lead Countersignatory is required to view original documentation to verify your identity. Please submit your original documents with your application to the Lead Countersignatory (see Section E). The Lead Countersignatory viewing your personal documents is entitled only to make reference to your name and address for the purposes of verifying your identity.

Item no:	Description:	Guidance notes:
37.	National Insurance	Please enter your National Insurance number in the spaces provided. This number can usually be found on your payslip or Department of Work and Pensions correspondence/notifications.
38/39.	Passport details	Please enter your passport number and the date of issue. The passport should be valid.
40/41.	UK driving licence details	Please enter the full driver number as show on your UK driving licence (licence ref: point 5) and the issue date (referred to as 'valid from' on your UK driving licence if photocard, ref: point 4.a).
	<i>Birth certificate details</i>	<i>If you do not possess a passport or UK driving licence, please provide the following details from your birth certificate.</i>

Continued overleaf.

Item no:	Description:	Guidance notes:
42/43.	Birth certificate number	Please enter the printed, unique serial number (usually printed in red at the top or bottom of the form) of the certified copy of the registered birth entry and supply the date of completion by the registrar.
44.	Birth registration district	Please enter the registration district as it appears on the certificate.
45.	Birth registration sub-district	Please enter the registration sub-district as it appears on the certificate.
	<i>Other Personal Details</i>	<i>DBS no longer requires the information requested in Items 46/56 to process your application. Please leave these blank.</i>

C. Referee contact information details

DBS no longer requires the information requested. Please leave Section C blank.

D. Instructions to applicants

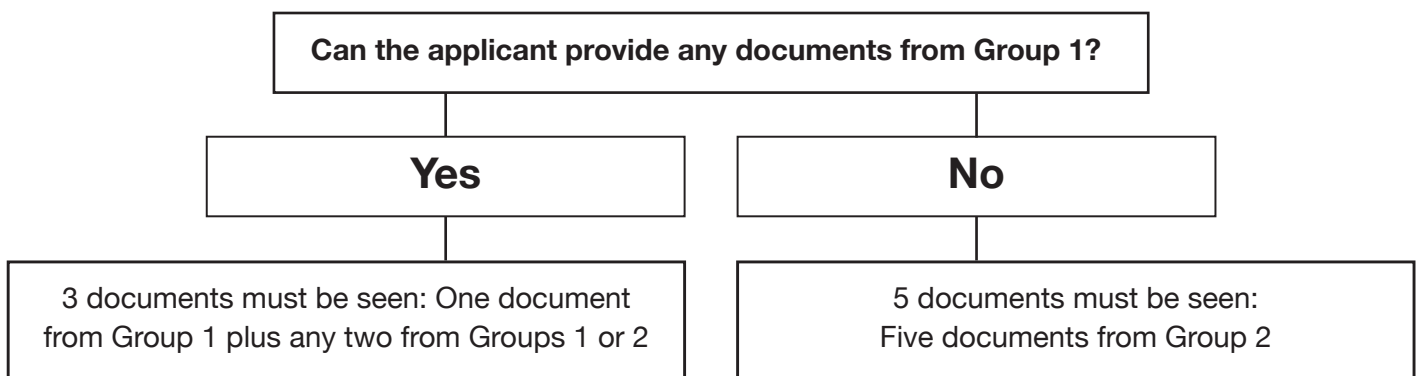
Applicants are required to complete the Declaration section by signing in the box provided.

Item no:	Description:	Guidance notes:
70.*	Declaration by applicant	Please sign within the box provided.
71.	Consent of applicant	DBS no longer requires the information requested in Item 71. Please leave this blank.
72.	Date of application	Please enter the date the application was completed.

E. Declaration by Lead Countersignatory

The remainder of the countersignatory application form should be completed by the **Lead Countersignatory** who should verify all the information provided by the Countersignatory and confirm the date of birth in Section A, Item 9. Please provide documentary evidence of your identity to the Lead Countersignatory in your Registered Body.

The rules are illustrated in the following diagram:



Continued overleaf.

Please note: All documents must be in the applicant's current name; at least one document must show the applicant's current address; at least one document must show the applicant's date of birth; and at least one document must show the applicant's signature.

Please ensure the details in the documentation match those given on the application form.

DBS categorises the documentation into two groups. A list of all valid identity documents can be found on DBS' website at www.gov.uk/dbs.