



Subject Access Request form

This form is to be used to submit a subject access request to the Disclosure and Barring Service (DBS).

Please ensure that you:

- read the attached guidance notes
- complete the form in block capitals and black ink (if sending via post)
- complete all of the appropriate sections

The information requested below is to help us verify your identity and locate any data held about you.

Section 1: About yourself

Disclosure Certificate Number: (if known)	
Title:	
Forename(s):	
Surname:	
Maiden/former names:	
Current address:	
Current postcode:	
Date of birth:	
Place of birth (town and country):	
Gender (male or female):	
Telephone number*:	
Email address*:	

*A telephone number and email address will be helpful in case we need to contact you about your request.

Please provide the addresses you have lived at for the last five years.

If you are asking for disclosure information from more than five years ago, you also need to include the addresses where your earlier DBS certificates were issued to, in order for a copy of this information to be provided. Please supply any relevant previous addresses below.

Continue on a separate sheet of paper if you need to supply extra information.

If you are unable to provide us with all of your previous address information, please provide an explanation with your application form, as to why this is not possible.

Previous address one (including postcode):	
Previous address two (including postcode):	
Previous address three (including postcode):	
Previous address four (including postcode):	

Previous address five (including postcode):	
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Section 2: Personal data sought

Please complete the table below to advise us of what information you require.

If your request relates to:

- information relating to previously issued DBS certificates (previously known as criminal records certificates), complete box A
- barring referral information, complete box B

A: Request relates to previously issued DBS certificates

To help us locate all of the information that you require, please detail the specific information you require, within this box, e.g. a DBS check for (name of employer), or specify the date range of applications required. Please continue on a separate sheet if needed.

B: Request relates to barring referral information

To help us locate all of the information that you require, please detail the specific information you require, within this box, e.g. referral form, evidence documents, or specify a document from a named organisation if known/required. Please continue on a separate sheet if needed.

Section 3: Contact with DBS

If you have contacted DBS by telephone regarding a DBS check application or certificate, and would like copies of these telephone recordings, please complete this section, below.

Please note that due to the volume of calls we receive, we are only able to trace calls if sufficient information is provided, and the telephone call was made to a telephone line that we record. The vast majority of our calls are not recorded.

*Date(s) of call(s):	
*Time(s) of call(s):	
*Telephone number the call was made from:	
*Name of DBS adviser that contact was made with:	

*This information must be provided to allow DBS to search for telephone recordings.

Section 4: Proof of your identity

To establish your identity, you must send at least two identity documents with your application. Between them, these identity documents must prove:

- your name

OFFICIAL SENSITIVE (when complete)

- your date of birth
- your current address

You could, for example, include a photo card driving licence, a birth/adoption certificate, or a passport to prove your name and date of birth, and a utility bill or official document (issue no longer than three months ago) to prove your current address.

****Please note, a driving licence cannot be used as proof of address****

Documents supplied:

Please use this table to advise which identity documents you have supplied with your application.

Document one:	
Document two:	

Scanned identity documents can be submitted by email to
SubjectAccess@dbs.gov.uk..

Section 5: Enforced subject access

The Data Protection Act 2018 Ch 12 Pt 7 Section 184 makes it an offence for a person to require you to apply for information under subject access from DBS for the purposes of employment, your continued employment, or for any contract for the provision of services. Such cases may be reported to the Information Commissioner's Office for their investigation.

Have you been required to apply for information by a third party, for any of the reasons above? (Confirm YES or NO in the box below – if YES, please also provide the name, post title, and address of the individual requiring you to apply for this information)

Section 6: Declaration (to be signed by the applicant)

I certify that the information I have provided within this form is correct, and I am the person to whom it relates.

Signed:	
Print name:	
Date:	

Warning: A person who impersonates, or attempts to impersonate, another, may be guilty of a criminal offence.

Submission of form and advice/further information

Thank you for taking the time to complete this form in full. If we need more information from you, we will contact you in writing at your current address or by

OFFICIAL SENSITIVE (when complete)

email if you have provided an email address. All correspondence in relation to this subject access request will be marked 'Private and Confidential'.

When completed, please submit this form together with your identity documents to the following address:

DBS Customer Services

PO Box 4961

Swindon

SN4 4SA

Alternatively, this form can be submitted via email to the following email address:

subjectaccess@dbb.gov.uk

If you need any help completing this form, or any additional information relating to this subject access request, please contact DBS using the address provided within the accompanying guidance notes.