

## General Rules for Completing a DBS Paper Application Form

- Sections A to E are to be completed by the applicant.
- Sections W & X are to be completed by the employer.
- Sections Y & Z are to be left blank.
- Made a mistake – draw a line through the mistake and re-write if there are enough empty boxes within the field you are completing. If there isn't enough space complete and add the information to an official continuation sheet. This is available on the website to download.
- If you place a x in the wrong box, put a x in the correct box and circle the box in black pen.
- All address history and previous surname dates must be completed in month and year format, e.g. MMYYYY **not** DDMMYY
- Complete all mandatory sections.
- Use **black** ink to complete the form.
- Use CAPITAL LETTERS not lowercase to complete the form.
- Write clearly and insert only one character in each box.
- Provide all previous surname (s) and forenames (s) and ensure you provide dates used from and to.
- Provide a full 5 years address history, including postcodes and dates to and from.
- When submitting the application ensure the correct payment, completed Documentary Evidence Sheet, and DBS Privacy Policy Applicant Declaration are enclosed.

### Do Not

- Use correction fluid (typex).
- Staple anything to the form.
- Strike out a section that is not applicable, please leave blank.
- Place stamps or stickers on the form.
- Complete Section Y or sign the Continuation Sheet, these are to be completed by Safe & Sure only.

**Failure to adhere to the above guidance may result in the application being delayed or returned in the post.**