

SUMMARY OF HOW TO APPLY FOR A DBS CHECK ON THE NEW STYLE FORMS

In order to carry out a DBS disclosure please contact us at www.crimecheck.co.uk and follow the links to 'Apply for a Check'. No charge is made by us for issuing DBS disclosure forms. Please request an amount you reasonably expect to use in the next three months.

How to complete the new style form – www.crimecheck.co.uk and follow the link to GUIDANCE.

PLEASE READ THE FRONT PAGE OF THE APPLICATION FORM CAREFULLY, IT CONTAINS ALL NECESSARY COMPLETION GUIDANCE.

Then complete the form -

BLACK INK ONLY

Sections a, b, c and e should be completed by the applicant. Section d should be left blank.

Sections w and x should be completed by you as the 'initial evidence checker' and you must also check that the applicant has completed all necessary parts of a, b, c and e.

All questions marked in yellow are mandatory. If you answer Yes to any question in yellow you must provide the additional information required in the questions which follow.

Section Y MUST NOT BE COMPLETED BY YOU and is for our use only. DO NOT SIGN AT Y73.

Mistakes – please cross out the mistake and enter the correct details on the form close to the box with the error. If it is an 'X box', please place an X in the correct box and circle the correct box.

DO NOT USE LIQUID PAPER IT WILL INVALIDATE THE FORM.

Continuation sheets for additional Names and additional Addresses are available to download from our website.

IMPORTANT –

Evidence of Identity – As we are responsible for certifying the identity of the applicant to the DBS we require a photocopy of all evidence of identity seen by you to be sent to us together with the disclosure application form.

REMEMBER YOU MUST SEE 1 x Group 1 document and a minimum of 2 further acceptable documents. If no group 1 document is possessed by the applicant then 5 x Group 2 documents must be seen.

You must ensure that you see the original documents. Please ensure that the original documents such as passport do not show any evidence of tampering or alteration. If in doubt please contact us.

If the applicant has a driving licence you must record their driving licence number and send a copy of the driving licence to us. This must be a copy of both parts (green and photo card (front)) if the new style licence. If the applicant has a passport you must enter the details and send a copy of the photo page of the passport to us. Both of these are Group 1 documents.

CRIMECHECK.CO.UK

International House
33-35 St David's Road South
Lytham St Annes
Lancashire UK FY8 1TJ

Telephone: +44 (0)1253 780000
Facsimile +44 (0)1253 781111
Email: enquiries@crimecheck.co.uk
Web: www.crimecheck.co.uk

Help is available at www.crimecheck.co.uk under the 'Guidance for Disclosure' section.

When ready return the application form to us at:-

Crimecheck
International House
33 St David's Road South
Lytham St Annes
Lancashire
FY8 1TJ

Do NOT send the form to the DBS and do not send any payment with your application. An invoice will be issued to you.

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