



BASIC DISCLOSURE CANDIDATE FORM

Disclosure & Barring Service (Form B)

As part of your background screening in the United Kingdom, we will be requesting a Basic Level Criminal Records Check through Credence Background Screening Limited, our approved Disclosure and Barring Service umbrella body.

This version of the candidate form is for people who will be working or studying in England or Wales and need to apply through the Disclosure and Barring Service.

Completing the Form

Please complete pages one through four of the form. Any missing information may result in delay; for the fastest possible completion of your background screening, please be as thorough as possible.

- All fields are required
- The employer that requested this background check will complete page 5
- Please follow all instructions as you complete the form

Identity Verification

You must bring your original identity documents with you to meet with a representative of the employer or institution that is requesting your background screening. This person will review your documents and candidate form to verify your identity.

You must provide one document from each category.

Proof of Identity

- Passport
- Biometric residence permit (UK)
- Driver's license (UK)
- Birth Certificate (UK)

Your document must be valid (unexpired)

Proof of Address

- Driver's license
- Bank or credit card statement dated within 3 months
- Utility bill dated within 3 months
- Tax forms P45 or P60 dated within 12 months

Note: mobile phone bills, tenancy agreements, and leases are not acceptable. You cannot use the same document as proof of identity and proof of address.

Copies of the documents viewed must be submitted along with your candidate form.



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Current and Former Names

Please provide your full legal name as it appears on your identifying documents

Title	Given Name	Middle Name(s)	Surname

Please provide all prior/alternate/alias names you have used.

Title	Given Name	Middle Name(s)	Surname	Date of Name Change

Personal Details

Date of Birth		Country of Birth	
Town/City of Birth		Gender	
National Insurance Number	<input type="checkbox"/> I do not have a NI number		
Passport Number	<input type="checkbox"/> I do not have a valid passport		
Passport Country			
Driver's License Number	<input type="checkbox"/> I do not have a valid UK License		
Telephone Number	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile		
Email Address			

Reason for the background check

Job Title/Position	<input type="checkbox"/> Employment <input type="checkbox"/> Education
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DBS Certificate Delivery

To avoid delays in your background screening, BIG recommends that you elect to have your completed certificate sent directly to Credence, our approved DBS umbrella body.

Paper DBS Certificate	Please send my DBS certificate to:
<input type="checkbox"/> I would like to receive a paper DBS certificate <input type="checkbox"/> I do not wish to receive a paper DBS certificate	<input type="checkbox"/> Credence <input type="checkbox"/> My current address <input type="checkbox"/> Other:



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Address History

A continuous five year address history is required.

- Addresses may overlap
- Gaps are not permitted
- Your current address must be shown on your proof of address document
- Provide explanations as needed for clarity

Date From	Date To	Address (House, unit, street, city, and state/region)	Postal Code	Country
	Current			



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Declaration of Consent

I understand that any false statement or deliberate omission in the information I have given in this form may disqualify me from employment/admission or make me liable to disciplinary action, which may include dismissal. I understand and agree that confirmation of my replies to questions on the form will be sought and I hereby give permission for such information to be processed by Business Information Group, Inc. and their sub-processor, Credence Background Screening Limited ("Credence") in accordance with the Data Protection Act and that such verification may be made as deemed necessary.

I hereby authorise Credence, an independent company acting on behalf of Business Information Group or any agent thereof, to verify the information I have presented on my Candidate Information Request Form along with information contained in any related documents supplied.

I undertake to co-operate fully with Credence and Business Information Group to provide any further information that is necessary to complete the required screening process for my employment/admission.

I understand that the personal data, which may include data that involves sensitive processing, (as defined by the Data Protection Act 2018) I have supplied and the subsequent information that is obtained on me by Credence and Business Information Group will only be used exclusively for the purpose which it is intended and will be stored by Credence for a period no longer than it is required. Credence is a data processor under the Data Protection Act 2018 and will only use my personal data for the purpose of employment screening.

I understand that as part of my employment/admission, my employer/school may ask that a criminal record check be conducted on me. I hereby give consent to Credence to apply for, receive, view and copy my criminal record certificate or the contents therein. I also give my permission for the certificate or the contents therein to be presented by Credence to Business Information Group and/or my employer/school for the sole purpose of the screening process.

I authorise Credence to carry out all other necessary background checks relating to my employment which I have been made aware of by my employer/school. I release Credence and any and all persons, business entities and government departments from any claim by me, or others on my behalf, for providing the employment screening report, save where the claim is the result of negligence.

I confirm that my consent is explicit, fully informed and freely given for my personal data to be processed for the sole purpose of the background verification detailed above.

Disclosure and Barring Service (Basic Disclosure) Declaration

Tick the boxes below to allow us to apply for your basic criminal record check from the DBS

- ☐ I have read the Basic DBS Check Processing [Privacy Policy for Applicants](#) and I understand how DBS will process my personal data.
- ☐ I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.
- ☐ I consent to the DBS providing an electronic result directly to Credence as the Responsible Organisation that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate does not contain criminal record information or to a wait certificate which will indicate that my certificate contains criminal record information.

Please note if you do not consent to Credence receiving an e-result then we cannot submit your application. You therefore will need to obtain a basic criminal record check directly from the DBS, the cost of which is £25.00 and you will be required to provide confirmation of your identity.

Name	
Signature	
Date	

Credence Background Screening Ltd and Business Information Group, Inc. will protect the information provided by you and will ensure that it is not passed onto anyone who is not authorised to see it. All information that you supply will be treated in the strictest confidence.

Credence Background Screening Ltd, 1 Suffolk Way, Sevenoaks, Kent TN13 1YL Tel: 01732 748900, Fax: 01732 748901 Email: info@credence.co.uk - Website: <https://credence.co.uk>



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**THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER OR
INSTITUTION REQUESTING THE BACKGROUND SCREENING.**

Identity Verification

In order to verify the candidate's identity, you must review at least one valid (unexpired) identity document, and one additional document confirming the subject's current address. Copies of the document viewed must be submitted along with the subject's candidate form.

Applicant Name	
Case Number	

Proof of Identity Document Viewed	Proof of Address Document Viewed
<input type="checkbox"/> Passport	<input type="checkbox"/> Utility bill
<input type="checkbox"/> Driver's license	<input type="checkbox"/> Driver's license
<input type="checkbox"/> Biometric Residence Permit	<input type="checkbox"/> Bank, credit card, or council tax statement
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Tax forms P45 or P60
<input type="checkbox"/>	<input type="checkbox"/>

Note

- All documents must be valid (unexpired)
- Proof of address documents must be current:
 - Bills and statements must be dated within 3 months
 - Tax forms P45 or P60 must be dated within 12 months
- The subject's name on the identity document, proof of address, and candidate form must match
- Leases, tenancy agreements, and mobile phone bills are not accepted
- You must view two different documents. You may not use the same document as both proof of identity and proof of address.

In order to verify the candidate's identity, you must review the candidate's original identity documents and compare the original identity documents to the information presented in the candidate form and any other information available to you.

Verifier Name	
Verifier Signature	
Verification Date	