MoJ Forms publishing checklist

Last updated 20 April 2021

See the [user guide](#) for more information on any of these topics.

Before you are ready to publish

Have you:

- ❏ Conducted a [basic accessibility](#) check to ensure your content is fully accessible?
- ❏ Completed the [accessibility statement page](#) in the footer?
- ❏ Consulted your information assurance lead or data privacy team about your form's data protection?
- ❏ Completed the privacy notice page in the footer?

Final checks

Check that:

- ❏ None of your page names are on the [reserved list](#) (e.g. 'metrics', 'health')
- ❏ Any markdown you have used to format content is displaying correctly
- ❏ The email settings for your Live site are correct
- ❏ You have tested and are able to complete and submit a form

After publishing

- ❏ Check that you are able to complete and submit a form using the form URL
- ❏ If you have enabled email settings, make sure the submitted form content is going to the right email
- ❏ Let us know when your form is live so we can set up monitoring
- ❏ Let us know if you want your form to be found and listed on search engines
- ❏ Create a [change log](#) (if applicable)

Contact us on:

- Email: form-builder-team@digital.justice.gov.uk
- Slack channel: [#ask-formbuilder on mojdt.slack.com](#)