

MoJ Forms publishing checklist

Last updated 27 August 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
- ☐ Your form includes a **check answers page** and **confirmation page** if you want it to submit the data it collects
- ☐ 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
- ☐ Make sure the submitted form content is going to the **right email address**
- ☐ Let us know when your form is live so we can **set up monitoring**

Contact us on:

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