

# How to complete your DBS application

# Page 1 – Your Details

**Applicant Details**

Title

Forename

Middle Names

Surname

Date of Birth (DD MM YYYY)

Surname at Birth (if different)

Used Until

Previous Names

Ensure all middle names are entered. The name must match what is on your ID documents.

## Page 2 – Address History

If you have been at your address less than 5 years you will need to provide your address history

### Previous Addresses

+

Address Line 1	Address Line 2	Town/City	County	Country	PostCode	Date From	Date To
No previous addresses.							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SELECT	<input type="text"/>	03 2014	03 2014
						Insert	

Previous

Next

Ensure all fields are filled out, even if you have to repeat details. E.g. 1 Essex Street, Essex, Essex

Ensure there is a space in the postcode. e.g RG1 8BW

If it won't accept your address, try overlapping the months.  
e.g Address 1: 01/2012 – 05/2012 and Address 2: 05/2012 – 12/2012

# Page 3 – Documentation (Part 1 of 2)

Almost there...!

**Group 1 Documents**

**Group 1 Documents. Primary Trusted Identity Credentials**

<p>Passport Details <input type="checkbox"/></p> <p>Passport Number <input type="text"/></p> <p>Passport Date of Birth (DD MM YYYY) 25 ▾ 03 ▾ 2014 ▾</p> <p>Passport Issue Date (DD MM YYYY) 25 ▾ 03 ▾ 2014 ▾</p> <p>Passport Nationality SELECT ▾</p> <p>Other - Please Specify <input type="text"/></p> <p>UK Biometric Residence Permit <input type="checkbox"/></p>	<p>Driving License Details <input type="checkbox"/></p> <p>Note: Non-UK Photo and UK Paper licences will count as Group 2a Documents</p> <p>Driving Licence Number <input type="text"/></p> <p>Driving Licence Date of Birth (DD MM YYYY) 25 ▾ 03 ▾ 2014 ▾</p> <p>Driving Licence Type SELECT ▾</p> <p>Driving Licence Nationality SELECT ▾</p> <p>Driving Licence Valid From (DD MM YYYY) 25 ▾ 03 ▾ 2014 ▾</p> <p>Birth Certificate (UK) issued within 12 months of date of birth <input type="checkbox"/></p>
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- Make sure the **THREE** ID documents you are using are the ones you supplied at interview
- The name **MUST** match the name entered on Page 1
- Make sure all the details match.
- Where possible, use your passport and not your driving license (providing you supplied your passport at interview)
- Remember to tick what is applicable to you. The red circles show your 4 options on this page. You can select more than one.

Documentation Continued...

# Page 3 – Documentation...Continued (Part 2 of 2)

**Group 2a Trusted Government/State Documents**

**Group 2a Trusted Government/State Documents**

☐ Birth Certificate UK issued more than 12 months after date of birth or Adoption Certificate

☐ Marriage/Civil Partnership Certificate

☐ HM Forces Identity Card (UK)

☐ UK Firearms License

**Group 2b - Financial/Social History Documents**

**Group 2b Documents within 3 months of Issue**

<input type="checkbox"/> Bank / Building Society statement	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> Benefit Statement e.g. child allowance, pension	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> Utility Bill, - electricity, gas, water, telephone(landline)	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> Document from Government Agency/Local Authority	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> Credit Card Statement	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾

**Group 2b Documents within 12 months of Issue**

<input type="checkbox"/> Financial Statement e.g. pension, endowment, ISA, mortgage Statement	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> P45/P60 Statement (UK)	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾
<input type="checkbox"/> Council Tax Statement (UK)	Issue Date (DD MM YYYY):	25 ▾	03 ▾	2014 ▾

By clicking the dark purple bits, it opens up the drop downs

Be sure to tick and enter an issue date within 3 months for Group 2a and 12 months for 2b.  
Remember to use the **THREE** documents you supplied at interview

# And finally....

## Make sure you answer these questions

Please tick the Declaration box below and record today's date. By completing this declaration you are giving your consent for your application details to be forwarded to the Criminal Records Bureau for the purpose of Disclosure. Your data will not be used for any other purpose.

☐ Yes ☐ No

Have you have ever been convicted of a criminal offence or received a caution, reprimand or warning?

☐ Yes ☐ No

I confirm that the information I have provided in support of this application is complete and true and understand that to knowingly make a false statement for this purpose may be a criminal offence.

25 ▼

03 ▼

2014 ▼

[Previous](#)

[Submit Application](#)

## Important!

Once you have submitted your DBS, please try and log in again. If you **can't** that means, well done! Your application has been successfully submitted.

If you can still log in, it means you still have more to complete.

If you have any issues that aren't covered in this guide please contact your HR Administrator who will be more than happy to help