

exempt from answering the question, "Have you been known by any other name?" on the application form. The application should be completed using the now title, now name and now gender.

The information needed from the applicant to set up a case file is:

1. full now name
2. all previous name(s) including the dates they were used from and to, to allow us to begin the process, prior to receiving the applicant's change of name deed
3. gender as assigned at birth
4. now gender: please note, the applicant must be living and using this now gender, if not then please contact the Sensitive Applications team for advice
5. current full address including postcode
6. date of birth
7. a contact telephone number/s
8. whether the application is for a Basic, Standard or Enhanced DBS check
9. job role applied for
10. If you already have the DBS Application reference number beginning with an 'E', 'F' or '00'.

In addition, if the applicant has a Change of Name deed the Sensitive Applications Team require a scanned copy of this in PDF format or a photograph attachment emailed to Sensitive@dbb.gov.uk.

If the applicant doesn't have a Change of Name deed, we can accept a self-declaration instead, i.e. the personal details provided as above including a statement declaring the personal information supplied is true. Please note, Gender Recognition Certificates are not required by DBS.

ID Application Process

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18/11/2021, 13:05

visibedata.co.uk Mail - Disclosure for trans applicant

Charlie Hadley <charlie@visibedata.co.uk>

Disclosure for trans applicant

DBS Sensitive <Sensitive@dbb.gov.uk>
To: Charlie Hadley <charlie@visibedata.co.uk>

10 November 2021 at 09:23

Email Address: Sensitive@dbb.gov.uk

Telephone Number: 0300 106 1452

Dear Charlie,

Thank you for your email to the Disclosure and Barring Service (DBS).

I have provided information below regarding the service DBS offers to transgender individuals who have been asked to apply for a DBS check. I hope you find it helpful and informative.

Sensitive Service:

DBS offers a confidential checking process for transgender individuals in accordance with the Gender Recognition Act 2004 called the Sensitive Application service. This gives applicants the choice about whether they are happy for their previous gender to be disclosed on their completed DBS certificate. **Please note**, an applicant using the confidential checking service will complete the same application form as any other applicant.

If an applicant doesn't want their previous identity disclosed to their employer, and/or on their DBS certificate, and has the identity documents required by the employer to support this their now name, the Sensitive Applications team will set up a case file. The team require the information listed below to set up the case file **before** the DBS application is submitted. Once they have this information the applicant is

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- By selecting this option, the evidence checker won't be able to verify the applicant's identity and so must state they have not been able to do this when they submit the application form.
- Once we've received the application, DBS will contact the applicant to explain what needs to happen to verify their identity and allow the application to be processed. This will involve the applicant going for fingerprints at their local police station for comparison against fingerprints held on the Police National Computer.
- When the police have carried out this comparison, DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 4

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) but only has the ID documents required by the evidence checker in their previous name, and they **do** hold a Change of Name Deed (Deed Poll), they must complete the application form in their now title, now name and now gender.
- They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'. They **must** provide their Change of Name Deed (Deed Poll) to the evidence checker. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the evidence checker can verify the applicant's identity using the Change of Name Deed and ID documents in both names
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) do not appear on the completed DBS certificate.

Option 5 (Fingerprint route)

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) but only has the ID documents required by the evidence checker in their previous name, and they don't hold a Change of Name Deed (Deed Poll), they can complete the application in their title, now name and now gender.
- By selecting this route, the applicant will be advised that they don't need to disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'. By selecting this option, the evidence checker won't be able to verify the applicant's identity and so must state they have not been able to do this when they submit the application form.
- Once we've received the application, DBS will contact the applicant to explain what needs to happen to verify their identity and allow the application to be processed. This will involve the applicant going to their local police station to provide their fingerprints for comparison against fingerprints held on the Police National Computer.
- When the police have carried out this comparison, DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

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We have found that some applicants don't have enough identity documents to support their application for a DBS check.

The options listed below will assist with completing the application form and providing the required ID to satisfy the evidence checker.

FOR STANDARD & ENHANCED APPLICATIONS

Option 1

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** has all the ID documents required by the evidence checker in their now name, they must complete the application form in their now title, now name and now gender only.
- They are exempt from answering the question on the application form 'Have you been known by any other name?'. DBS will carry out checks on all names, taking actions to ensure that the previous name(s) do not appear on the final certificate

Option 2

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** has a combination of the ID documents required by the evidence checker in both their previous name and their now name they must complete the application form using their now title, now name and now gender.
- They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'. They **must** provide their Change of Name Deed (Deed Poll) to the evidence checker. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the evidence checker can verify the applicant's identity using the ID documents in both names.
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 3 (Fingerprint route)

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** has a combination of the ID documents required by the evidence checker in both their previous name and their now name, they must complete the application form using their now title, now name and now gender.
- If the applicant **does not** want to disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?', they can select 'No'.

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If you are applying for a Basic DBS check, you can apply directly through DBS using our [online application route](#). As part of this application route you will need to prove your identity electronically using GOV.UK Verify.

Option 1

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** have all the required ID documents in their now name, they must complete the application form using this title, name and gender only.
- They are exempt from answering the question on the application form 'Have you been known by any other name?'.
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 2

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** have a combination of the required ID documents in both their previous name and their now name, they must complete the application form using their now title, now name and now gender. They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'.
- The applicant can continue with their application by selecting the option 'Continue to application without using digital identity'. The applicant will then need to have their ID documents checked at a Post Office.
- The applicant **must** provide their Change of Name Deed (Deed Poll) at the Post Office. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the Post Office can verify the applicant's identity using ID documents in both names.
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 3

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) but only have the required ID documents in their previous name and they **do** hold a Change of Name Deed (Deed Poll), they must complete the application form using their now title, now name and now gender.
- They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'.
- The applicant can continue with their application by selecting the option 'Continue to application without using digital identity'. The applicant will then need to have their ID documents checked at a Post Office.
- The applicant **must** present their Change of Name Deed (Deed Poll) at the Post Office. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the Post Office can verify the applicant's identity using ID documents in their previous name, alongside their Change of Name Deed
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) do not appear on the completed DBS certificate.

Option 4

- If the applicant **only** has the required ID documents in their previous name and none in their now name, **and** they don't hold a Change of Name Deed (Deed Poll) to confirm their name change, then the Verify system and the Post Office will be unable to verify the applicant's identity, and we can only advise that they're unable to apply for a Basic DBS check.

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Applying for a Basic DBS check through an employer or responsible organisation

Option 1

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** have all the ID documents required by the evidence checker in their now name, they must complete the application form using their now title, now name and now gender only.
- They are exempt from answering the question on the application form 'Have you been known by any other name?'.
- DBS will carry out checks on all names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 2

- If the applicant has contacted the Sensitive Applications team to advise us of their previous name(s) **and** have a combination of the ID documents required by the evidence checker in both their previous name and their now name, they must complete the application form using their now title, now name and now gender.
- They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'.
- They **must** provide their Change of Name Deed (Deed Poll) to the evidence checker. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the evidence checker can verify the applicant's identity using ID documents in both names.
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 3

- If the applicant has contacted the DBS Sensitive Applications team to advise us of their previous name(s) but only have the ID documents required by the evidence checker in their previous name, and they **do** hold a Change of Name Deed (Deed Poll) they must complete the application form using their now title, now name and now gender.
- They **must** disclose all previous name(s) in the section of the application form which asks, 'Have you been known by any other name?'.
- They **must** provide their Change of Name Deed (Deed Poll) to the evidence checker. This can be accepted in the same way as a marriage certificate to link old names to new names.
- By selecting this option, the evidence checker can verify the applicant's identity using ID documents in their previous name alongside their Change of Name Deed.
- DBS will carry out checks on **all** names, taking actions to ensure that the previous name(s) don't appear on the completed DBS certificate.

Option 4

- If the applicant **only** has the ID documents required by the evidence checker in their previous name and none in their now name, **and** they don't hold a Change of Name Deed (Deed Poll) to confirm their name change, then the evidence checker will be unable to verify the applicant's identity, and we can only advise that they're unable to apply for a Basic DBS check.

Applying for a Basic DBS check directly to DBS

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The Disclosure and Barring Service are currently experiencing a high demand for our services, as a result of Covid-19.

We have limited availability and may not be able to respond to your email at this time.

Our customers, vulnerable groups and employees are our main priority and we are working closely with all of our partners to ensure disruption to our services is kept to a minimum.

There may however, be unavoidable delays in the provision of DBS products and services, and you may also notice a delay in our response times.

For more information about DBS please visit our website at www.gov.uk/dbs

You can track your application(s) online at – www.gov.uk/disclosure-barring-service-check/tracking-application-getting-certificate

Thank you for your patience during this time and we will endeavour to resolve any issues you have as soon as possible.



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18/11/2021, 13:05

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It's the applicant's responsibility to let the Sensitive Applications team know each time they apply for a DBS check. They should contact us **before** the application form is submitted. The Sensitive Applications team will set up a case file for every new application and this allows us to search for each specific application, monitor that application throughout its checks and make sure that no previous gender names are disclosed on the completed DBS certificate. If the applicant doesn't let us know before they apply, we won't know to monitor their application and previous names are likely to be included on the completed DBS certificate.

Please contact the Sensitive Applications team **before** submitting an application for a DBS check if you want to use the Sensitive Application route to ensure previous names are not disclosed.

If you require any further assistance with your application, please don't hesitate to contact us.

You can find out more about how we use and protect your personal information online. Please visit our privacy policies on our website at:

www.gov.uk/government/publications/dbs-privacy-policies

Yours sincerely,

Anne | Sensitive Team | Customer Services

Disclosure and Barring Service

PO Box 165, Liverpool, L69 3JD

Tel: 0300 106 1452

<https://www.gov.uk/dbs/> Follow us on Twitter: [@dbsgovuk](https://twitter.com/dbsgovuk)



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18/11/2021, 13:05

visibledata.co.uk Mail - Disclosure for trans applicant

From: Charlie Hadley <charlie@visibledata.co.uk>
Sent: 09 November 2021, 15:57
To: DBS Sensitive <Sensitive@db.s.gov.uk>
Subject: Disclosure for trans applicant

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