

GENERAL TIPS FOR COMPLETING A DBS (CRB) CRIMINAL RECORD APPLICATION FORM

Forms must be completed in **BLOCK CAPITALS** and in **Black ink**.
Make sure all the yellow mandatory boxes are completed

Each applicant must provide relevant ID's for a Welfare Officer to verify and, for example, if an applicant has both a valid passport **and** a valid driving licence they **MUST** provide **both** of these not just one

Sections a, b and c

Welfare Officer's will check these parts of the DBS form which you have completed, using the ID provided by you.

Section a – complete appropriate boxes using your ID documents

Line 4 – only complete if you have changed your name(s) eg marriage, adoption, deed poll. Include month and year of any changes eg June 2006 write as 062007

Remember also to include a contact phone number (line 19) – and an email address (line 18) if available.

Section b – current address to be inserted here. Also, make sure only month and year are put into **Box 37** e.g. for October 2004 put 102004

Section c – add in previous address(es) **ONLY** if you have been in your current address, given in sec b, for less than five years.

Section d - do not complete

Section e - If anyone has previous warnings, reprimands, cautions or convictions, they can, if they wish provide a Welfare Officer with a list of these (in a sealed envelope) to accompany the application form – though this is not mandatory. The 'yes' or 'no' box on line 55 must be completed.

You must sign the form keeping signature within the bounds of the rectangular box

Sections w and x – are to be completed by Welfare Officer **ONLY**

Sections y and z – leave blank- these are for FA DBS/CRB Unit staff to complete