**Example DBS Update - Permission Form**

|  |
| --- |
| **APPLICANT DETAILS** |
| **Applicant name** |  |
| **Job role** |  | **Team/****Unit** |  |
| **Recruiting Manager** |  | **Extension****no.** |  |

This form is to be used for applicants with the new Portable DBS Update Service Certificate. In order for a Certificate to be portable the following conditions must be met:

* The Certificate has been issued after 17 June 2013
* The Certificate is the same level as that required for the Job Role
* If required, the relevant barred lists have been checked
* The Certificate is for the right workforce

If every condition above is met then complete points 1 – 5 below, sign the form and return it, plus a completed and signed DBS ID checklist, a print out of the status check results and a photocopy of the DBS certificate to the DBS Team in HR.

If one of the conditions is not met then a new DBS application form must be completed.

# DBS Identity Check

The following three documents have been used to verify the information below; a DBS ID checklist reflects this and has been signed by applicant and recruiting manager.

|  |  |
| --- | --- |
| **Information to Verify** | **Document Used** |
| Current Name |  |
| Date of Birth |  |
| Current Address |  |

# DBS Status Check

I ………………………………. give my permission for a Status check to be conducted on my DBS certificate

**Result** (Tick to indicate) Check the status: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service) or [here](https://secure.crbonline.gov.uk/crsc/check?execution=e1s1)

* This certificate did not reveal any information and remains current as no further information has been identified since its issue. (No convictions/cautions/reprimands or warnings)

* This certificate remains current as no further information has been identified since its issue. (Certificate to follow positive DBS process)

* This certificate is no longer current. Please apply for a new DBS check to get the most up to date information.
* The details entered do not match those held on our system. Please check and try again. (Details have be entered incorrectly or applicant not on Update Service)

# Change of name declaration

Have you ever been known by any other names asides from those printed on the DBS Certificate (maiden name, previous married names and other “known as”)

No Yes – new DBS application form to be

 completed

# Previous address declaration

Have you lived or travelled outside the UK in the last five years for a period of 4 weeks or more?

No Yes – Certificate(s) of Good

 Conduct to be provided

# Random Recheck Permission

I give permission for Brighton & Hove City Council to carry out random status rechecks on my DBS certificate during my employment/volunteering period.

# Signed by Applicant: …………......................................... Date: ...............................

**Signed by Manager: ...............................Date: …........... Print Name: .....................**