

Guidelines for Colleges and Departments on Checking DBS Applications for Cambridge Students

2020/2021

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Part I: Checking DBS Applications for Colleges – an Overview

This document sets out the procedures agreed by the relevant bodies for seeking DBS Disclosures for applicants offered admission in 2019-2020 to the pre-clinical medical and veterinary courses.

The [Guide for Colleges](#) on the University web pages sets out the steps to be taken by College Offices in terms of checking applications, the documentary proof of identity required and completing the form. The following is an illustrated guide provided by the Student Registry to aid colleges and departments with checking over and verifying DBS applications before they come to the Student Registry. This document accompanies relevant DBS guidance documents including DBS's general [guidance for employers](#), [the countersignatory guide](#) which provides instructions on checking the applicant's identity and completing verification sections on the application. It is **not** intended to replace or supersede DBS guidance but rather to demonstrate how to fill the DBS application out and to provide examples of some common mistakes and how to fix them.

The role of colleges and some departments in the administration of DBS applications is to 1) ensure that the applicant has filled in the form correctly 2) that the applicant has provided the correct type of documentation 3) to verify the applicant's identity based on the documents provided by the applicant. Once applications have been sent off, we also greatly appreciate the assistance of colleges with 4) monitoring which applicants have supplied disclosure certificates and which have outstanding disclosure certificates, and informing us of students who have declined or not made offers and thus no longer require a DBS disclosure.

The general steps for checking applications is as follows:

- 1) Ensure that a student's application is complete and made up of the following documentation:**
 - a) The DBS application form
 - b) A signed GDPR/Privacy Notice (new for 2020 intake)
 - c) A printout of the email receipt for the payment of their DBS check through the University of Cambridge's [Online Store](#). Enhanced DBS disclosures (Medics) cost £40 and standard DBS disclosures (Vets) cost £23.
 - d) A signed self-declaration form for overseas applicants, or applicants who have lived overseas for six or more consecutive months in the last five years
 - e) The ID documents form provided

- 2) Once you have affirmed a student's application is complete, you will now have to verify the student's identity with the ID documents provided.** In doing so, you will
 - a) complete 'the registered body use only' boxes as required
 - b) and complete sections W & X, Q58 to Q62. Please leave the rest blank for completion by the Student Registry.

Completing Sections W and X – an abbreviated guide for experienced administrators

Medics	Vets
Q58 - Please enter your name Q59 - YES	Q58 - Please enter your name Q59 - YES

Q61 - ADULT AND CHILD WORKFORCE MEDICAL STUDENT Q62 - UNIVERSITY OF CAMBRIDGE	Q61 - ADULT AND CHILD WORKFORCE MEDICAL/VETERINARY STUDEN Q62 - UNIVERSITY OF CAMBRIDGE
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Once the form is complete, please

- 3) **Send the following documents to the Student Registry for further completion and forwarding to DBS:** the application form, the GDPR form, the 'ID documents provided' sheet, and proof of payment
- 4) **If an overseas criminal record check and Self Declaration form are also provided please forward the *original* document to Student Registry.** We will return this to you once seen by us so that you can return it to the student. Please note that it is the responsibility of the applicant to provide a translation if applicable.
- 5) **Return to the applicant all documents which he/she submitted with the application by registered post.**

The DBS now only sends a copy of the Disclosure Certificate to the applicant. However, it is still a requirement of the University to see the Certificate to ascertain that it does not contain information that would affect their admission to the University.

Once the applicant has received their disclosure certificate, **all applicants need to send their disclosure certificate to the Student Registry.** The Student Registry will make a copy of the certificate and inform the College that it has been received and that no further action is required (if it is blank), before returning the certificate to the College.

An update on the Update Service:

All MedVet students are encouraged to sign up for the Update Service with DBS. The Update Service costs £13.00 per year. It is an online service that hosts the results of Disclosure Certificates and is automatically updated by the DBS (as long as the applicant maintains their subscription).

If they have a subscription, applicants will not need to apply for another DBS check as long as their existing certificate remains current. Given the projected career aspirations of students, subscription to the Update Service will save them money and bureaucracy in the long term.

In the past, we have simply asked students subscribed to the Update Service to provide us with their certificate numbers so we could run the Update Service. *This is no longer acceptable practice.* To run the Update Service DBS requires us to have seen the original certificate. Therefore, **we need to see original disclosure certificates in all instances.**

Part Two: Checking DBS applications – In-depth guidance

The following pages provide in-depth guidance for the new college administrator – or those who need a refresher – on checking DBS applications. It is useful to bear in mind the general guidance provided for applicants for the completion of their applications:

General Guidelines

- Don't submit photocopies of the application form, please only submit the **original form** you received from the University of Cambridge
- Use **black ink** when completing the form and insert only **1 character** in each box
- Use **capital letters** when completing the form
- All **sections in yellow** and their associated fields are **mandatory** and must be completed
- **If a field doesn't apply to you, please leave it blank.** Don't enter N/A or any other variation
- If you make a mistake, **put a line through and correct it to the right** - don't use correction fluid.
- If there is **no space to correct your mistake** on your form, download and complete **both sides of the [continuation sheet](#)** (see below)
- If there isn't enough space on the application form, download and complete a continuation sheet
- Make sure you supply **all of the addresses you have lived at in the last 5 years** including any [overseas addresses](#)
- If you have lived at **an overseas address for six consecutive months or more**, you will need to complete **an overseas criminal record check** for that country of residence. You will also need to complete and return **the self-declaration form** you received in your DBS application pack (if you did not receive one, please email dbsstudents@admin.cam.ac.uk to request one)
- If you have selected more than one of the yes/no options in error **circle the correct box**, DBS will accept the circled box
- **Keep your signature** within the provided box
- You **must not** include stamps, staples or stickers on the form
- Don't send your form directly to DBS – send it to either your **college** (MedVet applicants); **the Faculty of Education** (PGCE) or **the Student Registry** (all other applicants)

The same rules for applicants apply for those responsible for completing the identity checks. Use black ink, capital letters, and correct mistakes according to the guidelines as outlined by DBS.

Step 1: The Form Reference Number

So you have received a student's DBS application. The first step is to record the student's name and their form reference number somewhere safe – we recommend keeping an Excel spreadsheet of your students with their USNs. The form reference number is located in the upper right hand corner of the front covering page of the DBS application form.

Application form

405

THE UNIVERSITY OF CAMBRIDGE
THE OLD SCHOOLS
TRINITY LANE
CAMBRIDGE
CB2 1TT

00596

Disclosure & Barring Service

Form Ref
F0110724948

PO Box 3961
Wootton Bassett SN4 4HF

If you would like to keep your DBS certificate up to date why not also join our Update Service at www.gov.uk/dbs

This form can be used to apply for a Disclosure and Barring Service (DBS) check. APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY. DO NOT COMPLETE SECTIONS d, w, x, y OR z. If you require help in completing the form, you can call the DBS on 03000 200 190, visit our website on www.gov.uk/dbs or talk to the person who provided you with this form.

Failure to complete this form correctly will delay your application. Applicants need not enter names relating to their previous gender, but must contact the Sensitive Team on Sensitive@dbb.gov.uk if this option is to be exercised.

YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

proving your identity

After you have completed sections a, b, c and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. Please refer to the ID checking guidelines which can be found at www.gov.uk/dbs

identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b and should be issued within a certain period, see ID checking guidelines.
- Wherever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from www.gov.uk/dbs
- Payment (if you have been asked to provide this).

Fair processing notice

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY. DO NOT COMPLETE SECTIONS d, w, x, y OR z.

You can use this number, along with the student's date of birth, to track the application using the [DBS Tracking Service](#). **It is the responsibility of applicants to track their applications and to notify the Student Registry as soon as possible if problems arise.** However, students will also inevitably contact the college for support – the tracking service can help all of us identify problems as soon as possible and track outstanding certificates.

Step Two: Acceptable Documentation

DBS requires **three** forms of identification, in original form, to verify the identity of applicants. There are three possible routes that will dictate what kinds of documents an applicant can provide. The most common combination is a passport, a UK driver's licence (provisional licences are acceptable), and bank statements but others exist as well and we highly encourage you to visit the [DBS guidance](#) for acceptable ID documents. **At least one form of identification must show the applicants current address.**

Route one is the most common route of documentation that applicants use which requires 1 document from Group 1 and 2 further documents from Group 2a or 2b. The follow is NOT exhaustive but rather highlights the most common documents

Group 1	Group 2a	Group 2b	
Passport (<i>any current and valid passport</i>)	Current driving licence photocard, full or provisional (<i>all countries outside the EEA, excluding Isle of Man and Channel Islands</i>)	EEA national ID card (<i>must still be valid</i>)	P45 or P60 statement (<i>UK and Channel Islands – issued in the last 12 months</i>)
Biometric residence permit (<i>UK</i>)	Current driving licence, full or provisional (<i>UK, Isle of Man, Channel Island and EEA</i>)	Bank or building society statement (<i>UK, Channel Islands or EEA – issued in the last 3 months</i>)	
Current driving licence photocard, full or provisional (<i>UK, Isle of Man, Channel Islands and EEA</i>)	Birth Certificate, issued after time of birth (<i>UK, Isle of Man and Channel Islands</i>)	Bank or building society statement (<i>countries outside the EEA – issued in the last 3 months, branch must be in the country where they live or work</i>)	
Birth Certificate, issued within 12 months of birth (<i>UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces</i>)	Marriage or civil partnership certificate (<i>UK and Channel Islands</i>)	Bank or building society account opening confirmation letter (<i>UK – issued in the last 3 months</i>)	Letter from head teacher or college principal (<i>UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided – must still be valid</i>)
Adoption Certificate (<i>UK and Channel Islands</i>)	Immigration document, visa or work permit (<i>All countries outside the EEA - valid only if you're living and working in the country that issued the document</i>)	Credit card statement (<i>UK or EEA – issued in the last 3 months</i>)	
		Utility bill – (<i>UK not mobile telephone bill – issued in the last 3 months</i>)	

Please ensure that you take photocopies of applicants' documents and hold them on file for up to one month after their certificate is issued so if a query comes back from DBS, tutorial and Student Registry staff can liaise directly rather than relying on the college to chase students.

Step 3 - Checking and Verifying the First Page (Section A – applicant's details)

Here is an example of what a typical first page of the application looks like:

a applicant's details	
1 title	mr <input type="checkbox"/> mrs <input type="checkbox"/> miss <input checked="" type="checkbox"/> ms <input type="checkbox"/> other <input type="checkbox"/>
2 surname	A U S T I N
3 forename(s)	J A N E M A R Y
4 have you ever been known by any other names?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.gov.uk/dbs
5 surname	
6 forename(s)	
7 dates from and to	
8 surname	
9 forename(s)	
10 dates from and to	
11 surname	
12 forename(s)	
13 dates from and to	
14 date of birth	1 0 0 7 1 9 9 0
15 gender	male <input type="checkbox"/> female <input checked="" type="checkbox"/>
16 place of birth (town)	N E T H E R F I E L D P A R K
17 place of birth (country)	U N I T E D K I N G D O M
18 e-mail address	J M A 2 8 @ C A M . A C . U K
19 contact telephone number	
20 do you have a national insurance number?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a21, if 'no' go to a22
21 national insurance number	A B 3 8 1 0 8 1 L
22 do you hold a valid UK driving licence?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a23, if 'no' go to a24
23 driving licence number	A U S T I 9 5 7 1 0 0 J M 9 5 3 0 2
24 do you hold a valid passport?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a25, a26, and a27, if 'no' go to a30
25 passport number	1 6 1 2 1 7 7 5 0
26 nationality	B R I T I S H
27 country of issue	U N I T E D K I N G D O M
28 not used	D O N O T U S E
29 not used	D O N O T U S E
30 do you have a Scottish vetting & barring number?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete a31, if 'no' go to section b
31 Scottish vetting & barring number	

L

What to look out for – helpful hints:

- Be sure all fields in yellow have been completed – these are mandatory
- Forenames (line 3) – Ensure that applicants do not forget to include any legal middle names on this line. Many students simply list their first names which can lead to processing delays when DBS queries names that do not match their legal documentation. If a student is missing their middle name(s), add their middle name(s) to the right and be sure to leave spaced between names.
- Date of birth – ensure the applicant has recorded this as DDMMYYYY.
- National Insurance numbers – if a student has answered ‘yes’ to this, they **must** record their NI number, even if you cannot verify it (i.e. no P45 or P60 has been submitted)
- Driver’s Licence numbers – ensure that the number on the form matches the student’s documentation. If it does not and you are unsure of how to fix it, please just make note of this when you send the application to the Student Registry with the correct number. We can always fix this using a continuation sheet (see guidance below)
- Country of Issue (line 27) – If the applicant is a British citizen, this should be the United Kingdom, rather than England, Scotland, Wales or Northern Ireland
- Be sure that students remember to declare whether or not they have a Scottish vetting number (a30)

If a student has had a name change by deed poll or by marriage, do record your previous names and indicate the dates you held that name using the MMYYYY format.

a applicant's details	
1 title	mr <input type="checkbox"/> mrs <input checked="" type="checkbox"/> miss <input type="checkbox"/> ms <input type="checkbox"/> other <input type="text"/>
2 surname	A U S T I N
3 forename(s)	J A N E M A R Y
4 have you ever been known by any other names?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.gov.uk/dbs
5 surname	S M I T H
6 forename(s)	J A N E M A R Y
7 dates from and to	0 7 1 9 9 0 – 1 2 2 0 1 8
8 surname	
9 forename(s)	
10 dates from and to	
11 surname	
12 forename(s)	
13 dates from and to	
14 date of birth	1 0 0 7 1 9 9 0

Verification – Registered body use only box

With no mistakes and documents in hand, its time to complete the registered body use only box located on the right.

Verify a1-a3, or the student's title, surname and first name. Once you are satisfied that it corresponds with their identity documents, place an 'X' in the appropriate box

Verify a14, or the student's birthday. Once you are satisfied that it corresponds with their identity documents, place an 'X' in the appropriate box

IF you have seen a P45 or a P60 as a form of documentation and can thus verify the NI number, place an 'X' in the appropriate box for a21. **If you have not, leave this box blank.**

IF you have seen a valid UK driver's licence as a form of documentation and can thus verify the driving licence number, place an 'X' in the appropriate box for a23. **If you have not leave this box blank.**

If you have seen a valid passport as a form of documentation and can thus verify the passport number, place an 'X' in the appropriate box for a25. **If you have not leave this box blank.**

In our provided example, Jane has offered us her UK passport, driving licence and a bank statement. Her application after verification would look like this:

a applicant's details

1 title	mr <input type="checkbox"/> mrs <input type="checkbox"/> miss <input checked="" type="checkbox"/> ms <input type="checkbox"/> other <input type="checkbox"/>
2 surname	A U S T I N
3 forename(s)	J A N E M A R Y
4 have you ever been known by any other names?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.gov.uk/db5
5 surname	
6 forename(s)	
7 dates from and to	
8 surname	
9 forename(s)	
10 dates from and to	
11 surname	
12 forename(s)	
13 dates from and to	
14 date of birth	1 0 0 7 1 9 9 0
15 gender	male <input type="checkbox"/> female <input checked="" type="checkbox"/>
16 place of birth (town)	N E T H E R F I E L D P A R K
17 place of birth (country)	U N I T E D K I N G D O M
18 e-mail address	J M A 2 8 @ C A M . A C . U K
19 contact telephone number	
20 do you have a national insurance number?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a21, if 'no' go to a22
21 national insurance number	A B 3 8 1 0 8 1 L
22 do you hold a valid UK driving licence?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a23, if 'no' go to a24
23 driving licence number	A U S T I 9 5 7 1 0 0 J M 9 5 3 0 2
24 do you hold a valid passport?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a25, a26, and a27, if 'no' go to a30
25 passport number	1 6 1 2 1 7 7 5 0
26 nationality	B R I T I S H
27 country of issue	U N I T E D K I N G D O M
28 not used	D O N O T U S E
29 not used	D O N O T U S E
30 do you have a Scottish vetting & barring number?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete a31, if 'no' go to section b
31 Scottish vetting & barring number	

registered body use only

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

Step 4 – Verifying the Second Page (Sections B – E)

Here is one example of a completed second page:

b current address		Please give details of your current address. This is the address to which all correspondence will be sent.	
32 address	2 4 P A R K S I D E		
33 town/city	C A M B R I D G E		
34 county	C A M B R I D G E S H I R E		
35 UK postcode	C B 2 1 J E	36 country	U N I T E D K I N G D O M
37 at address since	0 9 2 0 1 8		
c other addresses		You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.gov.uk/db If not applicable, go to section e.	
38 address	1 0 D O W N I N G S T R E E T		
39 town/city	L O N D O N		
40 county			
41 UK postcode	S W 1 A 2 A A	42 country	U N I T E D K I N G D O M
43 dates from and to	0 3 2 0 1 6	0 9 2 0 1 8	
44 address	1 7 C H E R R Y T R E E L A N E		
45 town/city	L O N D O N		
46 county			
47 UK postcode	W 1 A 1 A A	48 country	U N I T E D K I N G D O M
49 dates from and to	0 5 2 0 1 1	0 3 2 0 1 6	
d do not complete			
50 not used	D O N O T U S E		
51 not used	D O N O T U S E		
52 not used	D O N O T U S E		
53 not used	D O N O T U S E		
54 not used	D O N O T U S E		
e declaration by the applicant		Applicant declaration (please sign within the box provided)	
55 do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/>		
56 declaration by the applicant		<div style="border: 1px solid black; padding: 10px; text-align: center;">J. Austen</div>	
By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.			
57 date of signature	2 1 1 2 2 0 1 9		

TCS VER 4.0 03/15 English DAF

What to look out for – helpful hints:

- Be sure that the dates in the address section have been written in the format MMYYYY – the fixing mistakes section below will outline how to fix dates that may have been recorded incorrectly
- You must ensure that the addresses are continuous and overlapping for the last five years like in the example above. You will notice that our applicant lived at the Cherry Tree Lane address until March 2016 (032016) and that she ensured that her period of residency on Downing Street started in March 2016 (032016) as well.
- The current address should be the residence the student considers to be their permanent address in the UK **and it needs to match one or more of the forms of ID provided to verify their identity**

Verification

- If you have seen one or more documents that verify the student's current address, please place an 'X' in the verified box just to the right of the current address as illustrated in the example below:

The image shows a form for entering a student's current address. On the left, there are labels for sections: 'b current address', '32 address', '33 town/city', '34 county', '35 UK postcode', '37 at address since', and 'c other addresses'. The main form area contains a grid of boxes for letters and numbers. The current address entered is '24 PARKSIDE', 'CAMBRIDGE', 'CAMBRIDGESHIRE', 'CB2 1JE', and 'UNITED KINGDOM'. The date '092018' is entered for 'at address since'. To the right of the address grid, there is a section titled 'registered body use only' with a box labeled 'current address verified?' containing an 'X' mark. Below the address grid, there is a note: 'You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.gov.uk/dbs. If not applicable, go to section e.'

The address sections can be complicated for student applicants given how much they move around. The current address should be the residence the student considers to be their permanent address in the United Kingdom **and it needs to match one or more of the forms of ID provided to verify their identity**. For many students this may be the home in which they grew up. In the case of most of your fresher's their address history may look like this:

b current address

32 address

33 town/city

34 county

35 UK postcode

37 at address since

Please give details of your current address.
This is the address to which all correspondence will be sent.

2 4 P A R K S I D E

C A M B R I D G E

C A M B R I D G E S H I R E

C B 2 1 J E 36 country U N I T E D K I N G D O M

0 3 2 0 0 5

registered body use only

current address verified? ☐

c other addresses

38 address

39 town/city

40 county

41 UK postcode

43 dates from and to

44 address

45 town/city

46 county

47 UK postcode

49 dates from and to

d do not complete

Other address histories are going to be more complex. Students should record any other addresses they have lived in and they must have a **continuous** address history over the last five years. If applicants have lived in student accommodation from September to June in an academic year, the summer vacation gap between June and the following September can be covered by their current address and they don't need to re-record that summer vacation period on your form. In this case the following example is an acceptable address history:

b current address Please give details of your current address.
This is the address to which all correspondence will be sent.

32 address 2 4 P A R K S I D E

33 town/city C A M B R I D G E

34 county C A M B R I D G E S H I R E

35 UK postcode C B 2 1 J E 36 country U N I T E D K I N G D O M

37 at address since 0 9 2 0 1 8

c other addresses You must provide all other addresses where you have lived in the last 5 years.
There must be no gaps in dates, however, overlapping dates are acceptable.
Use a continuation sheet if necessary, available from www.gov.uk/db
If not applicable, go to section e.

38 address 2 4 S U S S E X D R I V E

39 town/city O T T A W A

40 county O N T A R I O

41 UK postcode K 1 M 1 M 4 42 country C A N A D A

43 dates from and to 1 2 2 0 1 3 0 9 2 0 1 8

registered body use only
current address verified? ☐

If you believe a student will require an overseas criminal record check, they will have to complete and sign the self-declaration form included in the DBS application pack and return it with their DBS application. The DBS guidance for overseas applicants has a [country by country guide](#) which can advise them as to how to obtain the check(s) required. If college staff or student applicants have questions regarding this, please contact the Student Registry at dbsstudents.admin.cam.ac.uk.

If a student has lived at more addresses than the form provides, the continuation sheet can be completed (see next section).

Once you are satisfied that the student has completed their address history correctly, check that they have answered 55-56 and signed the declaration section. Ensure the student has signed it within the box and recorded the date (in DDMMYYYY format).

e declaration by the applicant

55 do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? no ☒ yes ☐

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

57 date of signature 2 1 1 2 2 0 1 9

Applicant declaration
(please sign within the box provided)

J. Austen

TCS VER 4.0 03/15 English DAF

The continuation sheet is used primarily to record further information that does not fit on the application form. If you need more space, you can download the continuation form.

continuation sheet

form reference	F	0	1	1	0	7	2	4	9	4	8
----------------	---	---	---	---	---	---	---	---	---	---	---

Keep a record of your Form Reference number to track your DBS application online at www.gov.uk/dbs

YOU MUST

- enter the form reference number located on the front of your application form
- complete all sections marked YELLOW
- use **BLACK INK** throughout
- use **CAPITAL LETTERS** to complete the sheet

YELLOW

YOU MUST NOT

- staple this sheet to the application form
- use correction fluid
- place stamps or stickers on the sheet
- strike out any section that is not applicable.
Please leave it blank

applicant's details

You must complete this section ensuring the details match the application form

[illegible]

other names

Please supply any additional names you have been known by, ensuring you supply both **surname** and **forename(s)** and **date** of each name combination used.

surname	<input type="text"/>
fore-name(s)	<input type="text"/>
dates from and to	<input type="text"/> - <input type="text"/>

surname	<input type="text"/>
fore-name(s)	<input type="text"/>
dates from and to	<input type="text"/> - <input type="text"/>

surname	<input type="text"/>
fore-name(s)	<input type="text"/>
dates from and to	<input type="text"/> - <input type="text"/>

surname	<input type="text"/>
fore-name(s)	<input type="text"/>
dates from and to	<input type="text"/> - <input type="text"/>

version 4.0 April 2013

Completing the back page as the Registered Body – Sections W,X, Y

The person who has verified the identity of the student needs to complete section W on the back of the form. They should write their name in black ink and block letters in section 58 and indicate 'yes' in section 59:

Sections w, x and y for Registered Body use only Form Ref F0110724948

For help and assistance in completing this page please follow DBS guidance on the website - www.gov.uk/dbs
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker C H A R L O T T E B R O N T E

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no ☐ yes ☒

It is helpful to fill in sections 61 and 62. If you are completing the check for a MedVet student 61 should be 'Adult and Child Workforce' in the first line, followed by 'Medical Student' or 'Veterinary Student' in the second line. 62 is always 'University of Cambridge'. The workforce designation **must always come first, followed by the position of the applicant.**

For a medical student 61 and 62 should look like this:

60 not used D O N O T U S E

61 position applied for A D U L T A N D C H I L D W O R K F O R C E
M E D I C A L S T U D E N T

62 organisation name U N I V E R S I T Y O F C A M B R I D G E

For veterinary students, sections 61 and 62 should look like this:

60 not used D O N O T U S E

61 position applied for A D U L T A N D C H I L D W O R K F O R C E
V E T E R I N A R Y S T U D E N T

62 organisation name U N I V E R S I T Y O F C A M B R I D G E

Please leave the remainder of the form blank for completion by Student Registry staff.

Fixing Mistakes

Mistakes happen and most can be fixed. If you need to correct information on the form, strikethrough the mistake and write your correction to the *right* of the mistake. See the example below:

<p>b current address</p> <p>32 address</p> <p>33 town/city</p> <p>34 county</p> <p>35 UK postcode</p> <p>37 at address since</p>	<p>Please give details of your current address. This is the address to which all correspondence will be sent.</p> <p>2 4 P A R K S I D E</p> <p>C A M B I R C A M B R I D G E</p> <p>C A M B R I D G E S H I R E</p> <p>C B 2 1 J E 36 country U N I T E D K I N G D O M</p> <p>0 9 2 0 1 8</p>	<p>registered body use only</p> <p>current address verified? <input type="checkbox"/></p>
<p>c other addresses</p> <p>38 address</p> <p>39 town/city</p> <p>40 county</p> <p>41 UK postcode</p> <p>43 dates from and to</p> <p>44 address</p> <p>45 town/city</p> <p>46 county</p> <p>47 UK postcode</p> <p>49 dates from and to</p>	<p>You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.gov.uk/dbs. If not applicable, go to section e.</p> <p>1 0 D O W N I N G S T R E E T</p> <p>L O N D O N</p> <p>S W 1 A 2 A A 42 country U N I T E D K I N G D O M</p> <p>0 3 2 0 1 6 0 9 2 0 1 8</p> <p>1 7 C H E R R Y T R E E L A N E</p> <p>L O N D O N</p> <p>W 1 A 1 A A 48 country U N I T E D K I N G D O M</p> <p>0 5 2 0 1 1 0 4 2 0 1 6 032016</p>	<p>d do not complete</p>

Note that if you make a mistake with the dates, you can write them to the right in the blank space on the form.

If you make a mistake with a check box, such as those used on the first page of 'applicant's details', draw a line through the mistake, and circle your corrected answer, as seen in the example below:

15	gender	male <input type="checkbox"/> female <input checked="" type="checkbox"/>	
16	place of birth (town)	N E T H E R F I E L D P A R K	
17	place of birth (country)	U N I T E D K I N G D O M	
18	e-mail address	J M S 2 8 @ C A M . A C . U K	
19	contact telephone number	0 1 2 2 3 5 5 5 8 8 8	
20	do you have a national insurance number?	no <input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a21, if 'no' go to a22	registered body use only a1-a3 verified <input type="checkbox"/> a14 verified <input type="checkbox"/> a21 verified <input type="checkbox"/>
21	national insurance number		
22	do you hold a valid UK driving licence?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/> If 'yes' you must complete a23, if 'no' go to a24	
23	driving licence number	A U S T I 9 5 7 1 0 0 J M 9 5 3 0 2	

This correction form applies to the registered body boxes as well. If you accidentally verify a NI number for example when you have not seen a P60 or P454, simply draw a line horizontally through the X.

Other mistakes, such as writing in blue instead of black ink, will require a new form. If that is the case, please get in touch with dbsstudents@admin.cam.ac.uk as soon as possible.

Helpful links

DBS Guide for Applicants: <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants>

DBS ID documents guidance: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

Continuation Sheet: <https://www.gov.uk/government/publications/dbs-continuation-sheet>

DBS Guidance for Overseas Applicants:
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

DBS Tracking Service: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

University of Cambridge DBS guidance for colleges: <https://www.student-registry.admin.cam.ac.uk/policy-guides/guide-college-staff-dbs-disclosures>