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 assistant 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](https://www.example.com). 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*

<table>
<thead>
<tr>
<th>Medics</th>
<th>Vets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q58 - Please enter your name</td>
<td>Q58 - Please enter your name</td>
</tr>
<tr>
<td>Q59 - YES</td>
<td>Q59 - YES</td>
</tr>
</tbody>
</table>
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.

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

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

Here is one example of a completed second page:
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 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:
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:
Students should record international addresses as well spent on exchange, gap years, etc. If a student has spent six or more consecutive months overseas in the last five years overseas, they will need an overseas check. Recording any overseas addresses helps the Student Registry determine whether you need overseas checks or not.
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 that 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).
Step 5 - Filling in the Continuation Sheet (if applicable)

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.

Most students need the continuation sheet for their address history, which is on the second page. Students will need to print and complete the yellow sections on both sides of the form. On the first page they need to provide their title, name, date of birth and UK post code. Please ensure that they have not forgotten to write their form reference number in the section provided at the top!
If the applicant is filling in the back of the form, check that they have recorded their form reference number again at the top. Any further addresses should be recorded in the same manner as the main application form:

<table>
<thead>
<tr>
<th>address</th>
<th>4 PRIVET DRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>town/city</td>
<td>LITTLE WHINGING</td>
</tr>
<tr>
<td>county</td>
<td>SURREY</td>
</tr>
<tr>
<td>postcode</td>
<td>S11 4DD</td>
</tr>
<tr>
<td>dates from/to</td>
<td>06/2001 - 05/2015</td>
</tr>
</tbody>
</table>

Note: Please ensure that no one has signed the back of the form. This is for the countersignatory to sign.
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:

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:

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

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:

<table>
<thead>
<tr>
<th>b current address</th>
<th>Please give details of your current address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 address</td>
<td>24 PARKSIDE</td>
</tr>
<tr>
<td>33 town/city</td>
<td>CAMBRI CAMBRIDGE</td>
</tr>
<tr>
<td>34 county</td>
<td>CAMBRIDGESHIRE</td>
</tr>
<tr>
<td>35 UK postcode</td>
<td>CB2 1JE</td>
</tr>
<tr>
<td>36 country</td>
<td>UNITED KINGDOM</td>
</tr>
<tr>
<td>37 at address since</td>
<td>09/2018</td>
</tr>
</tbody>
</table>

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.

- **C other addresses**
  - **address**
    - 10 DOWNING STREET
  - **town/city**
    - LONDON
  - **county**
  - **UK postcode**
  - **dates from and to**
    - 03/2016 09/2018
  - **address**
    - 17 CHERRY TREE LANE
  - **town/city**
  - **county**
  - **UK postcode**
  - **dates from and to**
    - 05/2011 04/2016

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:

This correction form applies to the registered body boxes as well. If you accidently 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.ca.ac.uk as soon as possible.

**Helpful links**


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 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