

Guidelines for Cambridge Students on Completing a DBS Application Form

2020/2021

Contents

General Guidelines.....	2
Filling in the first page (Section A – applicant’s details)	4
Helpful reminders for Section A:.....	5
Filling in the Second Page (Sections B – E)	6
Filling in the Continuation Sheet	10
Fixing Mistakes.....	12
Helpful links.....	13

The following is an illustrated guide provided by the Student Registry to accompany [the DBS application form: guide for applicants](#) guidance document. 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 for University of Cambridge student applicants.

When completing your application, please bear in mind the general guidelines for filling in your DBS form:

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)

And remember – write down your reference form number, located in the upper right hand corner of the front covering page of your DBS application form.

Application form

406

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

000936



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@dbs.gsi.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.

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 your date of birth, to track your application using the [DBS Tracking Service](#). **It is your responsibility to track your application and to contact us if problems arise.**

Filling in 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 mrs miss ms other

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 yes 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 female

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 yes 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 yes 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 yes 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 yes If 'yes' you must complete a31, if 'no' go to section b

31 Scottish vetting & barring number

registered body use only

a1-a3 verified

a14 verified

a21 verified

a23 verified

a25 verified

Helpful reminders for Section A:

- Forenames (line 3) – 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 your name because it does not match your legal documentation
- Country of Issue (line 27) – If you are a British citizen, this is the United Kingdom, rather than England, Scotland, Wales or Northern Ireland

If you have had a name change for any reason including 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="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 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

Filling in 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/dbs. 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

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

registered body use only
current address verified?

TCS VER 4.0 03/15 English DAF

You must ensure that your addresses are continuous and overlapping for the last five years like in the example above. Note that the format for these dates is MMYYYY. 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 address sections can be complicated for student applicants given how much they move around. The current address should be the residence you consider to be your permanent address in the United Kingdom and it needs to match one or more of the forms of ID you provide to verify your identity. For many students this may be the home in which they grew up. In some cases then your address history may look like this:

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 3 2 0 0 5

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/dbs
If not applicable, go to section e.

38 address

39 town/city

40 county

41 UK postcode 42 country

43 dates from and to

44 address

45 town/city

46 county

47 UK postcode 48 country

49 dates from and to

d do not complete

registered body use only
current address verified?

Other address histories are going to be more complex. You also can, and should, record any other addresses you have lived in. Remember you must have a **continuous** address history over the last five years. If you lived in accommodation as a student from September to June in an academic year, the summer vacation gap between June and the following September can be covered by your current address and you don't need to 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 3 2 0 0 5

registered body use only
current address verified?

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

38 address

S T J O H N ' S C O L L E G E

39 town/city

C A M B R I D G E

40 county

41 UK postcode

C B 2 1 T P

42 country

U N I T E D K I N G D O M

43 dates from and to

1 0 2 0 1 5 0 6 2 0 1 6

44 address

45 town/city

46 county

47 UK postcode

48 country

49 dates from and to

d do not complete

Don't forget any international addresses as well spent on exchange, gap years, etc. If you spent six or more consecutive months in the last five years overseas, you will need an overseas check. Recording any overseas addresses helps us determine whether you need overseas checks or not.

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/dbs. 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 you will require an overseas criminal record check, you will have to complete and sign the self-declaration form included in your DBS application pack and return it with your DBS application. The DBS guidance for overseas applicants has a [country by country guide](#) which can advise you as to how to obtain the check(s) required.

If you have lived at more addresses that the form provides, the continuation sheet can be completed (see next section).

Once you have completed you address history, don't forget to sign the declaration section. Ensure to sign it within the box and to write 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

Filling in the Continuation Sheet

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. Please print and complete the yellow sections on **both sides** of the form. On the first page you need to provide your title, name, date of birth and UK post code. Do not forget to write your form reference number in the section provided at the top!

continuation sheet



form reference

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

- | | |
|--|---|
| <p>YOU MUST</p> <ul style="list-style-type: none"> 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 | <p>YOU MUST NOT</p> <ul style="list-style-type: none"> 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

title	<input type="text" value="M"/> <input type="text" value="R"/> <input type="text" value="S"/>
surname	<input type="text" value="A"/> <input type="text" value="U"/> <input type="text" value="S"/> <input type="text" value="T"/> <input type="text" value="I"/> <input type="text" value="N"/>
fore-name(s)	<input type="text" value="J"/> <input type="text" value="A"/> <input type="text" value="N"/> <input type="text" value="E"/> <input type="text" value="M"/> <input type="text" value="A"/> <input type="text" value="R"/> <input type="text" value="Y"/>
date of birth	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="0"/> UK postcode <input type="text" value="C"/> <input type="text" value="B"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="J"/> <input type="text" value="E"/>

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"/>

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If you are filling in the back of the form, do not forget to record your reference number again. Record any further addresses in the same manner as you did on the main application 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/db

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. All fields must be completed for each address.

address 4 P R I V E T D R I V E

town/city L I T T L E W H I N G I N G

county S U R R E Y

postcode S 1 1 4 D D country U N I T E D K I N G D O M

dates from and to 0 6 2 0 0 1 - 0 5 2 0 1 5

address

town/city

county

postcode country

dates from and to

additional information

[Empty grid for additional information]

statement by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exception) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

signature of registered person
(please sign within the box provided)



version 4.0 April 2013

Note: **do not sign the back of the form.** This is for the countersignatory to sign.

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:

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 I R~~ 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/dbs. 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 4 2 0 1 6~~ 032016

d do not complete

registered body use only
current address verified?

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:

The image shows a portion of a DBS application form with several fields and corrections:

- 15 gender:** 'male' 'female' . A blue 'X' is drawn over the 'female' checkbox.
- 16 place of birth (town):** 'NETHERFIELD PARK' in a grid.
- 17 place of birth (country):** 'UNITED KINGDOM' in a grid.
- 18 e-mail address:** 'JMS28@CAM.AC.UK' in a grid.
- 19 contact telephone number:** '0122355888' in a grid.
- 20 do you have a national insurance number?:** 'no' 'yes' . A blue 'X' is drawn over the 'yes' checkbox, and a blue circle is drawn around the 'no' checkbox. A blue line is drawn through the 'yes' label.
- 21 national insurance number:** A grid of empty boxes.
- 22 do you hold a valid UK driving licence?:** 'no' 'yes' . A blue 'X' is drawn over the 'yes' checkbox.
- 23 driving licence number:** 'AUSTI957100JM95302' in a grid.
- Registered body use only:** A purple box containing 'a1-a3 verified', 'a14 verified', and 'a21 verified', each with a checkbox.

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 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: <https://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/disclosure-and-barring-service>