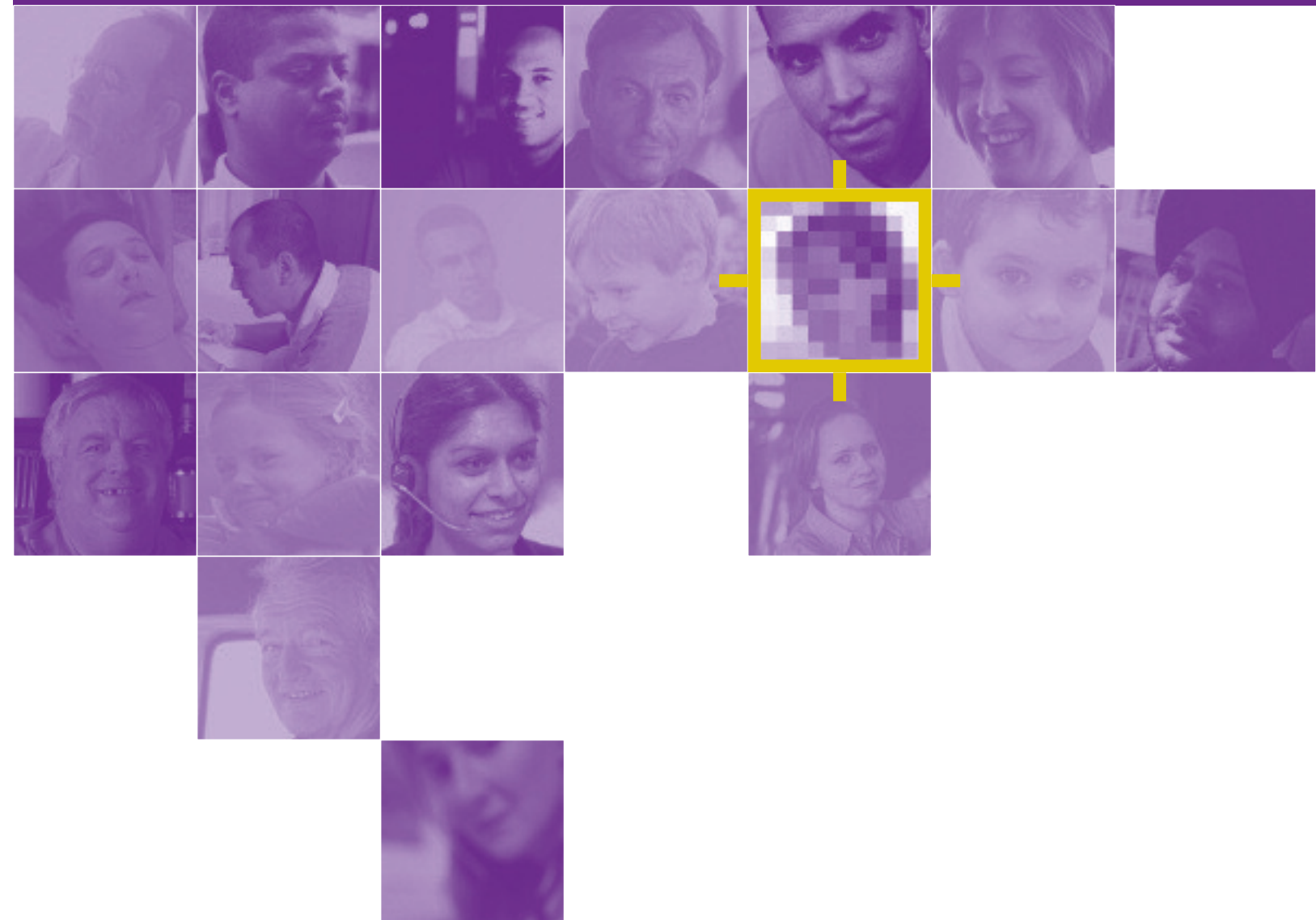


Guidelines for the Countersignatory application form



Important Information



The importance of the information requested on the application form

Information provided on DBS Certificates is sensitive and confidential. Accordingly, it is important that anyone in an organisation who sees DBS Certificate information should handle it carefully.

The information requested on the Lead Countersignatory and Countersignatory application forms is used to check that ALL Countersignatories are suitable people to see DBS Certificate information. This is an essential part of the registration process. All applicants for Countersignatory status are checked by the DBS to the level of an Enhanced DBS Check. Countersignatories will have access to sensitive personal information. It will be their responsibility both to ensure its security and to determine whether or not the applicant is allowed to undertake the role or position.

The DBS is committed to compliance with the Data Protection Act 1998. Your personal details will be held securely and will be seen by only those DBS staff who need to see them as part of their job.

Contact details:

Address: PO Box 110, Liverpool L69 3EF
Application Line: 0870 90 90 811
Minicom: 0870 90 90 344
Website: www.gov.uk/dbs

Completing the Forms

Dos & Don'ts

Completing the form

Please read the following instructions when completing the application form. Failure to do so may result in the application being rejected by the DBS and will delay your registration.

Dos

- Use **black ink** throughout and write clearly in **BLOCK CAPITALS** only.
- Use only one letter or number in each box.
- To correct a mistake on the form, put a line through it and write the correction clearly to the right. If there is no space on the right, then make a correction as close as possible.
- Items marked with an asterisk (*) are mandatory and must be completed where applicable, otherwise the form will be returned.
- Leave an empty box between words but not between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a cross [X], not a tick.
- Be sure to sign the declaration at Section D, Item 70, keeping your entire signature inside the box.

Don'ts

- Don't write over the edges of the box.
- Don't place any stamps or stickers on the form i.e. featuring addresses or dates.
- Don't put a line through a section of the form or state a field is not applicable. If it is not relevant to the application then please leave it blank.
- Don't staple any attachments to the form.
- Don't use correction fluid.

Once you have completed the Countersignatory application form:

- please forward your application to your Lead Countersignatory complete with your proof of identification;
- the Lead Countersignatory will collate the application forms, validate original documents and send the form to the DBS with the appropriate payment.

Before completing the Countersignatory application form, Countersignatories should read the DBS's Code of Practice, the relevant publications and guidance notes. These are published at www.gov.uk/dbs and are available from your Lead Countersignatory.



A. New Countersignatory application details

The fields marked with an asterisk (*) are mandatory and must be completed.

Item No.	Description	Guidance Notes
1.*	Title of applicant	One of the options available must be completed.
2.*	Present surname	Please enter your current surname.
3.*	Birth surname	Surname at birth must be provided even if this is the same as the surname recorded above. (Section A. Item 2)
4.*	Any other surname	Please provide details of any other surname(s) used (other than those referred to in Items 2 and 3 above) at any time during your lifetime and the dates during which the surname(s) were used.
5.*	Present forenames (1st/2nd)	Please provide your first and second (if applicable) current forenames.
6.*	Present forenames (3rd/4th)	Please provide your third and fourth (if applicable) current forenames.
7.*	Birth forenames (if different)	If your forename(s) at birth were different from your present forename(s), please enter your birth forenames exactly as registered on your birth certificate.
8.*	Any other forename(s) used	If applicable, please provide details of any other forename(s) used (other than those referred to in Items 5, 6 and 7 above) at any time during your lifetime and the dates during which these forename(s) were used.
9.*	Registered date of birth	Please enter your registered date of birth as stated on your birth certificate. Please enter the format in numbers only.
10.*	Place of birth (if born IN the UK)	Please enter the UK town or city registered as your place of birth.
11.	Place of birth (if born IN the UK)	Please enter the UK county or district in which your birth was registered.
12.*	Place of birth (if born OUTSIDE the UK)	Please enter the city or region registered as your place of birth.
13.*	Place of birth (if born OUTSIDE the UK)	Please enter the country in which your birth was first registered.
14.*	Gender	Only one box should be crossed.
15.*	Countersignatory role	Please state your formal role/function within your organisation e.g. Company Secretary, Hospital Manager, Head Teacher, Head of Recruitment, Finance Director, Senior Partner.
16/21.*	Name and address of organisation	This should be your day-to-day active address, as this will be used to send copies of DBS Certificates to you.
22.	Email address	Please enter your own email contact address, (within the organisation if applicable) writing clearly, using all CAPITAL letters.
23/27.*	Current address	Please provide full details of your present, permanent, home address. (If this has been your home address for less than 5 years please provide further details within Items 31 to 36.)

Item No.	Description	Guidance Notes
28/29.	Home telephone details	The DBS no longer requires the information requested in Items 28/29, please leave this section blank.
30.*	Resident at address since	Please state the month and year (for example 042000 for April 2000) you moved to your current residential address.
31/36.*	Previous address(es)	If you have lived at your current residential address for less than 5 years, please ensure you provide all your previous addresses and dates of residence for the past 5 years, ensuring there are no gaps or overlapping. If you have lived at more than 2 addresses in the last 5 years, please continue on a separate sheet of paper. Please give full details, including postcode.

B. Personal information

The Lead Countersignatory is required to view original documentation to verify your identity. Please submit your original documents with your application to the Lead Countersignatory (see Section E). The Lead Countersignatory viewing your personal documents is entitled only to make reference to your name and address for the purposes of verifying your identity.

Item No.	Description	Guidance Notes
37.	National Insurance	Please enter your National Insurance number in the spaces provided. This number can normally be found on your payslip or Department of Work and Pensions correspondence/notifications.
38/39.	Passport details	Please enter your passport number and the date of issue. The passport should be valid. Please enter the full driver number as shown on your UK driving licence (licence ref: point 5) and the issue date (referred to as ‘valid from’ on your UK driving licence if photocard, ref: point 4.a).
40/41.	UK driving licence details	If you do not possess a passport or UK driving licence please provide the following details from your birth certificate.
42/43.	Birth certificate number	Please enter the printed, unique serial number (usually printed in red at the top or bottom of the form) of the certified copy of the registered birth entry and supply the date of completion by the registrar.
44.	Birth registration district	Please enter the registration district as it appears on the certificate.
45.	Birth registration sub-district	Please enter the registration sub-district as it appears on the certificate.
	Other Personal Details	The DBS no longer requires the information requested in Items 46-56 to process your application. Please leave these items blank.



C. Referee contact information details

The DBS no longer requires the information requested.
Please leave Section C blank.

D. Instructions to applicants

Applicants are required to complete the Declaration section by signing in the box provided.

Please note: All documents must be in the applicant’s current name. At least one document must show the applicant’s current address; at least one document must show the applicant’s date of birth; and at least one document must show the applicant’s signature. Please ensure the details in the documentation match those given on the application form.

The DBS categorise the documentation into two groups. A list of all valid identity documents can be found in the publications section of the DBS website www.gov.uk/dbs

Item No.	Description	Guidance Notes
70.*	Declaration by applicant	Please sign within the box provided.
71.	Consent of applicant	The DBS no longer requires the information requested in Item 71, please leave this section blank.
72.	Date of application	Please enter the date the application form was completed.

E. Declaration by Lead Countersignatory

The remainder of the Countersignatory application form is to be completed by the LEAD COUNTERSIGNATORY who should verify all the information provided by the Countersignatory and confirm the date of birth in Section A, Item 9.
Please provide documentary evidence of your identity to the Lead Countersignatory in your Registered Body.

The rules are illustrated in the following diagram:

