

DBS completion general rules

- don't submit photocopies of the application form, these will be returned
- don't send any identity documents with your application
- 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
- don't complete question a28, a29 or section d — these are no longer mandatory fields
- 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
- make sure you supply all of the addresses you have lived at in the last 5 years including any [overseas addresses](#)
- if there isn't enough space on the application form, download and complete a [continuation sheet](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193483/Continuation_sheet_v4.pdf) (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193483/Continuation_sheet_v4.pdf)
- if you do not have access to the internet, you can request this from the organisation that asked you to apply for a check
- if you have selected more than one of the yes/no options in error circle the correct box, we 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, give it to the person who asked you to complete it. They will go through the [identity checking process](#) and countersign the form

Email: DBS@DBScheck.org

Facebook: www.facebook.com/dbscheck

Twitter: www.twitter.com/dbscheckservice

LinkedIn: www.linkedin.com/company/dbs-check-service