

## Checking Your Disclosure Application Form – Guidance for Authorised Signatories

Please also refer to the front cover of the application form for 'You Must' and 'You Must Not' information.

Form Ref	Section A
<b>A1-A3</b>	Are these completed in full? All forenames <b>must</b> be provided even if not used
<b>A4</b>	Is the tick box completed? If <b>YES</b> the fields A5-A7 must be completed. If <b>NO</b> go to A14
<b>A5-A6</b>	Are these completed in full? Forename(s) must also be entered even if they are the same as A3
<b>A7</b>	Is the correct format used? MM/YYYY (month & year -no gaps) e.g.: 022009 do not include day of month
<b>A8-A13</b>	Repeat for any other names if necessary
<b>A14</b>	Is the correct format used? DD/MM/YYYY e.g.: 12011995
<b>A15</b>	Is the tick box completed?
<b>A16-A17</b>	Are both these fields completed? A17 should be the <b>country</b> and not the <b>county</b>
<b>A20-A21</b>	Is the tick box completed? If <b>YES</b> A21 must be completed even if not seen as evidence of identity
<b>A22-A23</b>	Is the tick box completed? If <b>YES</b> A23 must be completed even if not seen as evidence of identity. Driving licence number should start with the first five letters of the surname.
<b>A24-A27</b>	Is the tick box completed? If <b>YES</b> A25, A26 and A27 must be completed
	If the applicant is unable to provide the numbers from their national insurance card, driving licence or passport if they hold them, a full explanation as to why they cannot be provided must be submitted on a continuation sheet.
<b>A28-A29</b>	Do not complete
<b>A30-A31</b>	Is this completed if appropriate? Ok to leave blank if not appropriate
<b>Section A Verification boxes</b>	Have you crossed section A verification boxes in the 'registered body use box'? A1-A3, A14 should always be verified, A21, A23 and A25 should only be crossed if you have seen these documents as part of the applicant's evidence of identity.
	<b>Section B</b>
<b>B32-B37</b>	Has the full address and postcode been provided and correct date format used (MM/YYYY)? Does the address cover a full 5 year period or over? If not have previous address(es) been provided in section C.
<b>Section B Verification box</b>	Have you crossed the section B verification box to confirm you have seen valid evidence of identity with their current address on?
	<b>Section C - should be completed if 5 year additional address(es) information is required.</b>
<b>C38-C43</b>	Has the full address and postcode been provided? Including From and To dates (MM/YYYY). There should be no gaps in dates (end and start months must be the same) however overlapping dates are acceptable. Full address details and postcodes must be provided (a postcode search is available on Royal Mail website- <a href="http://www.royalmail.com">www.royalmail.com</a> ).
	If not all of the addresses fit on the application form, a continuation sheet must be completed. This should be double sided with the applicants details completed on the front. The signature box should be left blank and should <b>not</b> be signed by either yourself or the applicant.
	<b>Section D</b>
<b>D50-D54</b>	<b>Leave this section blank as currently not in use</b>
	<b>Section E</b>
<b>E55</b>	Is the tick box completed? The applicant must have crossed the Yes or No box.

<b>E56</b>	Has the applicant signed the application and is it within the box?
<b>E57</b>	Is the form dated with the correct format used? (DD/MM/YYYY).
	<b>A signed GDPR declaration should also be retained for your records - see handout on GDPR</b>
	<b>Section W</b>
<b>W58</b>	Has the name of the evidence checker been completed? This must be the same authorised signatory who saw the applicant's ID and signed the DBS Request form.
<b>W59</b>	Is the tick box completed? If you have not been able to establish the applicants identity using Route 1 do not cross either box and see notes below re: Route 2 check
	<b>Section X and Y</b>
<b>X60-X68 Y69-Y73</b>	<b>Do not</b> fill in any part of sections <b>X or Y</b> both these sections are completed and the form is signed by Community First Yorkshire. The details required for these sections are taken from the DBS Request form completed by the authorised signatory.
	<b>Below are some general points relating to other documents that should/could accompany your application form.</b>
	<b>Continuation Sheet</b>
	Version 4.0 must be used, please do not use any previous versions. The form must be double sided with the applicant's details and form reference completed. <b>Do not</b> sign the registered person box – this must be signed by Community First Yorkshire.
	<b>Request Form</b>
	All application forms must be accompanied by this form which should be signed by the authorised signatory who completed section W of the application form we are unable to process the application without it. The signature must be an original not a photocopy. The title of the post should not be 'volunteer' on its own, as this is not acceptable as the DBS need to know what the applicant will actually be doing. Has YES or NO been selected for each question? Please complete the reverse side to confirm the ID documents you have seen. <i>Please refer to guidance notes for additional information on completing the Request form.</i>  Payments should be made payable to Community First Yorkshire. If paying via BACS please inform us of this and the date the payment will be made into our account on the DBS request form.
	<b>Route 2 External ID check</b>
	If you are unable to confirm an applicant's identity using Route 1, an external ID check will be needed. We are able to process a Route 2 check for you for an additional fee of £6, the applicant must sign the back of the Request Form to confirm they are happy to have the check done on their behalf. If you need to follow Route 2 please do not cross Yes or No in section W59 of the application form. We can process a Route 2 check for you the same day as receiving the application form and will notify you of the pass or fail result and update section W59 of the application form on your behalf accordingly. If we are still unable to establish their ID for you, No should be crossed in W59 and the DBS will then request the applicant attends for fingerprinting. (This option is only available if both Route 1 and 2 have failed).

**PLEASE ALSO REMEMBER TO ASK THE APPLICANT TO READ AND SIGN A GDPR DECLARATION AND RETAIN WITH YOUR RECORDS FOR 3 MONTHS – see handout on GDPR for more details.**

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