

## DBS Verifier Guidance

The Child Welfare section of the RFL website ([http://www.therfl.co.uk/the-rfl/child\\_welfare](http://www.therfl.co.uk/the-rfl/child_welfare)) contains a number of useful documents that are available for download. These include a guide to evidence checking, continuation sheets and the DBS evidence verification form. Other useful information can also be found on the DBS website <https://www.gov.uk/disclosure-barring-service-check/overview>.

As a verifier the first thing you need to check is that the applicant has filled in their parts of the form correctly, a guide for applicants can be found on the RFL website. The form **must** be filled in with black ink and in block capitals. Any mistakes can be crossed out and amended to the right if possible, if not please amend underneath. Please do not use tippex as the DBS will not process the application. All sections marked in yellow must be filled in. Certain fields also require further information if answered as yes (e.g. National Insurance Number, Driving Licence, Passport).

### Evidence

When verifying an application a minimum of 3 documents must be shown by the applicant. A full list of suitable documents can be found on the DBS website (<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->). At least one of these documents should be from Group 1. Another must have been issued within the last 3 months and show the applicant's current address. The verifier should fill in the DBS evidence verification form to indicate what evidence has been shown by the applicant.

The verifier then needs to cross the evidence verification boxes, which can be found on the inner two pages of the application.

#### **Left Hand Side:**

**A1-A3** - Cross if applicants name has been verified (should always be crossed)

**A14** - Cross if applicants date of birth has been verified (should always be crossed)

**A21** - Cross if applicant's national insurance number has been verified (only cross if this has been seen)

**A23** – Cross if applicant's driving licence has been seen (only cross if this has been seen)

**A25** – Cross if applicant's passport has been seen (only cross if this has been seen)

#### **Right Hand Side:**

**Current address verified** – Cross if evidence showing applicants current address has been seen (should always be crossed)

### Section W

The verifier should write their full name at Box 58, and answer yes to box 59 (providing they have seen enough evidence to do so).

## **Section X**

- The first of box 61 should always state 'Child Workforce'. The second line of box 61 should state the position the applicant is applying for and include a term such as 'Youth' or 'Juniors' to indicate the role is specifically related to working with children.
- Box 62 should state the name of the club or organisation the applicant is applying to work with.
- Boxes 63 to 66 can be left blank.
- Please answer box 67 as applicable, if this is not known please leave blank.
- At box 68 please indicate whether or not the role is voluntary. If the role applied for is a non-voluntary position we would require payment to be submitted alongside the application. This is currently £44.00.

## **Sections Y & Z**

Please leave these sections blank.

## **Common Mistakes**

Please check you have not done any of the following before the form is sent to The RFL for processing.

- Dates have been filled in in the incorrect format. All dates aside from date of birth and date of signature should be in the form MM/YYYY.
- Boxes 17 and 36 are filled in as county (e.g. West Yorkshire), these should be country (e.g. England, UK, Great Britain etc.)
- Applicant middle name is missing. The 13<sup>th</sup> character of a driving licence number is either a letter or the number 9. A 9 indicates the applicant does not have a middle name. If there is a letter, this is the first initial of the applicant's middle name; this must be filled in at box 3.
- Address history does not cover a 5 year period or contains gaps. A full and continuous 5 year address history must be provided. If more space is needed for addresses the continuation sheet can be downloaded from the RFL website.
- Verification boxes are not crossed. As explained earlier these must be crossed in order for the application to be processed.
- Box W59 has not been crossed by the verifier. Again as mentioned earlier this question must be marked as yes for the application to be processed.
- Box 61 doesn't contain the term 'Child Workforce' and/or doesn't contain the role the applicant is applying for. Please see the explanation in Section X above.
- Section Y has been signed by the verifier. This must always be left blank as this part is signed by The RFL. Signing of the form by anyone other than the RFL will result in the form becoming invalid.
- The DBS evidence form has not been completed by the verifier. This must be completed for each application to indicate what evidence has been seen. Please refer to the evidence section of this guide for more information.