

## Client Guidance for DBS ID Checking

- The below guidance outlines the responsibilities of both the applicant and the client / ID checker in successfully completing and submitting a DBS application.
- The below highlights areas in the application that require special attention as these are often the cause of delays or DBS applications being rejected due to information being omitted.

### Applicant Responsibilities

The applicant must complete the DBS application as accurately as possible, making sure they provide all the information requested.

Required information includes:

- Their full address history covering the last 5 years with no gaps
- All forenames, middle names and surnames used from birth to present day. Any informal name changes (where there is no formal documentation such as Deed Poll, Marriage certificate or Decree Absolute) must also be declared
- Both names and addresses must have the correct months and years against them

### Client / ID Checker Responsibilities

The ID checker must obtain identity documents from the applicant to verify the identity of the applicant and confirm that the information on the application matches that on the documents.

The ID checker must obtain the following documents:

- 3 x ID documents for Standard/Enhanced or 2 x ID documents for Basic, in line with DBS guidance
- Proof of any name changes, where possible (name changes made before the age of 10 are not required)
- Documents must confirm the applicant's name, date of birth and current address

### Name Changes

- Every attempt must be made to obtain documentary proof of name changes.
- Names on all identity and name change documents must be checked. If a name appears on a document that has not been declared on the DBS application, the applicant must declare this.
- If a name has not been formally changed but is used on identity documentation, this must still be declared.
- If the applicant is unable to provide proof to support the change of name, the ID checker should hold a probing discussion with the applicant about the reasons why, before deciding whether they are happy with the information provided.
- It is ultimately the ID checker's responsibility to ensure the information on the DBS application is correct before submitting it to Checks Direct.
- **If any names are not declared or there are errors on the DBS application, this will result in delays and the DBS will withdraw the application. It will need to be completed and paid for again.**

Full guidance on is available on the GOV website: [www.gov.uk/government/publications/dbs-identity-checking-guidelines](http://www.gov.uk/government/publications/dbs-identity-checking-guidelines)