

## DBS Top Tips

- ✓ A DBS application requires a face to face document check please do not send any documents via the post to anywhere.
- ✓ All forenames must be declared.
- ✓ **Five** years worth of address history (even if you have lived outside the UK).
- ✓ Your Nationality.
- ✓ Always use the correct date format either DD/MM/YYYY or MM/YYYY.
- ✓ We **STRONGLY** recommend that you send your completed and checked DBS Application via Registered Post to the address below.
- ✓ You must use BLACK ink throughout.
- ✓ You can track your DBS application online -

<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

The screenshot shows a web page titled "Tracking Service". It instructs the user to "Please enter the DBS application form reference number and the applicant's date of birth." There are two input fields: "DBS Applicant Form Reference" (a text box) and "Applicant Date of Birth" (three dropdown menus for day, month, and year). A "Search >" button is located below the date field. Below the form, there is a box with contact information: "If you cannot remember your form reference number please contact us. Phone: 0870 90 90 811, Minicom: 0870 90 90 344, Post: Disclosure and Barring Service, PO Box 110, Liverpool, L69 3EF".

Your DBS Application Form Reference can be found here

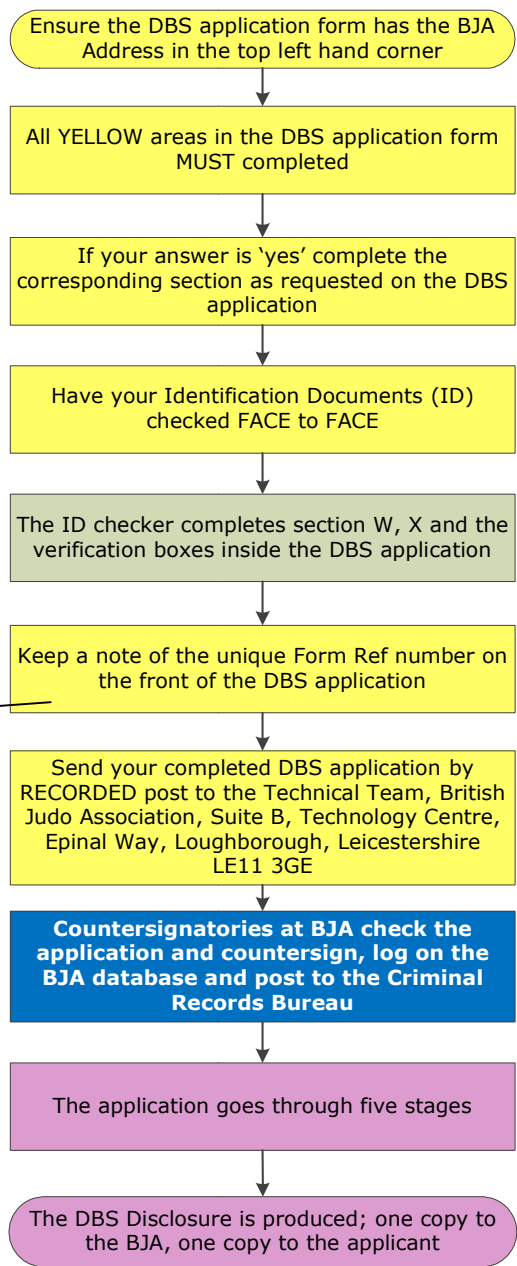
The image shows a physical "Application form" for the "Disclosure & Barring Service". The form has a header with the service name and a crest. Below the header, there is a "Form Ref" field with a white arrow pointing to it. The address "PO Box 110, Liverpool L69 3EF" is printed below the form number. At the bottom of the form, there is a large red "DRAFT" watermark.

It is important to remember DBS Disclosures are only valid for **three** years

Overview

KEY

- Applicant
- Authorised Checker
- BJA
- Disclosure & Barring Service



A list of what documents you need to provide can be found at; <http://www.britishjudo.org.uk/dbs-checks>

Section W and X of the DBS application **MUST** be completed face to face with your Identification Documents and a BJA DBS checker. A list of checkers can be found at; <http://www.britishjudo.org.uk/dbs-checkers>

alternative checkers are;

- ✓ BJA Technical Officer.
- ✓ BJA Development Officer.
- ✓ Your Club Welfare Officer that has completed the Safeguarding and Protecting Children, Time to Listen courses and has a valid DBS check.

Do **NOT** send any documents to the BJA Head Office

Read the form and follow the directions carefully. For further help call 01509 631 670 ext 223

