

Dear Applicant

Many thanks for undertaking the DBS application process, this is a very important process within safer recruitment.

Before we can check you online status we need the following:

|  |  |
| --- | --- |
| This completed ‘**DBS Consent for Accessing the Update Service**’ form.  *Please turn over for the consent form that the applicant needs to sign.* |  |
| Confirmation that The Church of England ‘**Confidential Declaration Form’** has been completed and clear. |  |
| Confirmation that someone has seen **one form of ID**. Your Parish Priest or Parish or Benefice Safeguarding Officer/DBS Verifier will be able to verify the documents. If you need to know who this person is, please contact us and we can let you know who they are.  *Please see below for where the verifier needs to sign.* |  |
| We also need your **role description/s**. |  |
| **Lastly your original Certificate. We cannot clear you for your role until we see your certificate.** If your current address is different to the one on your Certificate, please write it here. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Thank you,

*Rachel Arnold-Kent* - DBSAdmin@hereford.anglican.org

Diocesan DBS Administrator

The section below is for the verifier to fill in only.

*I, the undersigned, confirm I have seen a form of ID to check the applicant’s identity.*

|  |  |
| --- | --- |
| Verifier’s Name |  |
| Verifier’s Role |  |
| Verifier’s Email |  |
| Form of ID seen |  |
| Verifier’s Signature |  |
| Date |  |

Please turn over for DBS Consent Accessing the Update Service >



**DBS Consent for Accessing** **the Update Service**

**Please complete all the sections of this form**

|  |  |
| --- | --- |
| Full Name of Applicant |  |
| Date of Birth |  |
| DBS Certificate Number |  |
| DBS Certificate Date |  |
| Telephone Number |  |
| Email Address |  |

*I, the undersigned, give authority to a representative of the Diocese of Hereford DBS Umbrella Body, to access, receive and retain up-to-date information (within the meaning of section 116a of the Police Act 1997) in relation to my criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113a of the Police Act 1997; or in relation to my enhanced criminal records DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.*

|  |  |
| --- | --- |
| Applicants Signature |  |
| Date |  |

The section below is for the Diocesan DBS Administrator to fill in only.

**Update Service Check:**

|  |  |
| --- | --- |
| Date of Check |  |
| Workforce Categories |  |
| Authorised Level |  |
| Further Action |  |

|  |  |
| --- | --- |
| DBS Administrator Name |  |
| DBS Administrator Signatory |  |
| Date |  |