

## **Information on how to complete a Disclosure and Barring Service (DBS) check.**

### **Completing the DBS application form**

- On the DBS application form all sections marked in yellow must be completed.
- If you have a current driving license you must say so and enter your license number.
- If you have a current passport you must say so and enter your passport number.
- When giving addresses, there must be no gaps between the date for leaving your previous address and starting at your current address. If you have had more than 2 addresses in the previous 5 years, all 'from' dates must match the previous 'to' dates. Refer to the Disclosure and Barring Service if you have any queries on providing addresses.
- Please note, the 'from' and 'to' dates for addresses are in the format MMYYYY not DDMMYY, so that if you moved to your latest address on 23rd November 2009 you would write 112009, not 231109.
- Do not write anything on the back page of the application form (sections w, x, y and z).
- Ensure you correctly complete the Post Office ID Checking Service Form and put a tick against the identification you have provided. The Post Office will complete the final section of the form.
- For section e55 of your DBS Application: treat this question as if you are being asked: Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?

**You will need to provide certified documents with your DBS Application form; these can be certified by a Solicitor or by the Post Office ID checking service details of which are provided below. Please ensure that whichever way these are certified the certifier prints their name out clearly on the form as we require these details in order to process the application form before sending it to the DBS.**

**Use the Post Office Branch Finder to search for a branch which provides the Post Office ID Checking Service. Take your completed DBS application to the Post Office with:**

- A completed Post Office ID Checking Service Form;
- 3 supporting documents as required by DBS;
- Payment for the Post Office ID Checking Service by cash, debit or credit card.

**Once the ID Checking Service has been completed, the Post Office staff will give back to you:**

- Your DBS Application;
- Your original identity documents;
- Certified copies of your original identity documents;

- A receipt confirming the process has been completed. IMPORTANT - Please keep this receipt safe as you will be asked to produce a copy of this as part of your application for registration with CILEx Regulation.

### **Submitting your DBS application form**

After your Post Office ID Checking Service has been completed, you should send:

- The verified DBS application form;
- Your Post Office ID Checking Service form;
- Certified copies of your original ID documents and;
- The DBS application fee, to:

CILEx Regulation  
Kempston Manor  
Kempston  
Bedford  
MK42 7AB

It is very important that you send these documents to CILEx Regulation and not to the DBS.

### **Paying for your DBS Application**

The fee of £42 is to cover the cost of the DBS check, currently £26, and the pre admission screening work carried out by CILEx Regulation.

Cheques should be made payable to: "CILEx ". Payments by BACS are also accepted.

If you are paying for your DBS check by BACS, please ensure you send proof of your BACS payment with your DBS form as your application cannot be processed without it. Could you please also email a remittance advice to CILEx at [kheaume@cilex.org.uk](mailto:kheaume@cilex.org.uk).

Please quote your name or your organisation's name as the reference when sending BACS payments to help CILEx Regulation to trace the payment specific to your DBS application.

**Bank: Natwest, Kempston**

**Account Name: The Chartered Institute of Legal Executives (CILEx)**

**Sort Code: 60 12 45**

**Account Number: 51998866**

### **DBS Check Results**

- The results of the DBS check will be sent to you as the applicant and not to CILEx Regulation.
- Once you have received the results send CILEx Regulation a photocopy of your DBS Certificate.