PLEASE NOTE: photocopying of DBS certificates is prohibited.

This form should be used to record the following basic details of the DBS certificate:

|  |  |
| --- | --- |
| **Candidate / employee name** |  |
| **Job title and Core post No. for which the DBS check was required** |  |
| **Department**  |  |
| **Division** |  |
| **Has the identity of the individual on the certificate been verified?** | YES/ NO *select the appropriate answer***Documents checked:** passport / other photo ID |
| **Date the certificate was checked** |  |
| **Certificate number** (12 digit reference) |  |
| **Issue date stated on the certificate** |  |
| **Type of Disclosure**(e.g. Basic/enhanced/enhanced with barred list check, children / adult workforce etc) |[ ]  Basic |
|  |[ ]  Enhanced |
|  |[ ]  Enhanced with barred list - children |
|  |[ ]  Enhanced with barred list - adults |
| **Does the candidate subscribe to the DBS Update Service?** | YES / NO *select the appropriate answer* |
| **Status Check via the Update Service**  |
| **Date Status Check was carried out** |  |
| **Copy of the result printed for file?** | YES / NO *select the appropriate answer* |
| **Name and job title of checker** |  |

A DBS certificate has the DBS logo on the front face and contains a number of security features which can be used to verify whether it has been counterfeited or altered. For further information see the DBS guidance [here](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#security-features-of-a-dbs-certificate).

For enhanced disclosures with barred list check (ie children or adult workforce) departments should verify that the list checked matches the requirements of the offered post.

**NB Where a DBS Check (via the Certificate or the Update Service) discloses any information that is of concern, your HRBP or OUSS must be contacted without delay, before any further action is taken.**

**This form must be stored safely and securely in line with Data Protection Legislation.**