

DBS APPLICATIONS

TIPS FOR COMPLETION & COMMON MISTAKES

✘ **Missing or incomplete Route 1 Identity Checklists:**

These are essential for every application form processed, in order for RDA National Office to countersign the application form and accept that the current permitted forms of identification have been witnessed at Group level. Columns should be clearly ticked and the form signed. If candidates are unable to fulfil Route 1, please contact RDA National Office for advice.

✘ **BLACK ink only must be used:**

Forms will be rejected if any other colour ink is used.

✘ **Do NOT use any correction fluid/tapes or sticky labels:**

Errors can be corrected with a neat strikethrough and the new information added underneath or to the side, in BLOCK CAPITALS.

✘ **Missing forenames, including middle names:**

Names must be included IN FULL and this also applies to the full name history. Please do not use nicknames or abbreviations.

✘ **Partially-completed dates:**

Other than the date of birth, all dates should be listed IN FULL, in MM/YYYY format. DBS will reject forms with date fields missing. Dates between name and address changes should be consecutive, with no gaps. (Overlapping dates are fine, such as in the case of students with domestic and term-time addresses, or for those temporarily living overseas).

✘ **Partially-completed or omitted National Insurance, Driving Licence or Passport Numbers**
(as applicable, where the candidate has marked 'yes' in response to being in possession of the above)

✘ **Illegible handwriting:**

Please ensure that all fields are clearly and carefully completed in BLOCK CAPITALS. DBS will reject forms if they are unable to read letters or digits.

Please ensure that all forms are carefully checked at Group level before sending on to National Office for processing. This helps to avoid extra postage charges in returning applications and unnecessary delays in applications being sent to DBS and certificates being issued.

Help is always at hand and guidance is available both directly from RDA National Office and also on the RDA website.

RDA WEBSITE

Please help us to help you stay as well-informed as possible, by ensuring that you regularly check the Safeguarding/ DBS England & Wales pages on the RDA website, under 'Running your Group,' for any updates and changes to policy and procedures.

Please do relay any new information to others within your Group.

<http://www.rda.org.uk/runningyourgroup/safeguarding/>