Request for Disclosure and Barring Service check

(Please print double sided)

This section to be completed by the recruiting officer

Service	Name of Recruiting Officer
Employee /Prospective Employee Name	Job Title
Address Postcode	Expenditure Code
Contact telephone number(s) Home	Work
Reason for request (i.e. post is on DBS list of eligible positions; post holder is delivering regulated activity)	

These sections to be completed by the Countersignatory

Date request for DBS check received from recruiting officer	
Date prospective employee contacted	
Date DBS application form completed	
Date DBS form signed off and sent to DBS	
Application form reference number	
Date DBS Certificate produced by prospective employee for checking	
Date Recruiting Officer and HR notified of result	
Disclosure No - Level – Date issued - Recruitment decision -	
Comments (if any)	
DBS process completed. Signed	Date

Revised: January 2018, DBS Lead