

Please fill in all sections of this form in BLOCK CAPITALS and return this to the organisation that requested your background check who will also undertake your identity check (please see the attached document to identify which documents you will need to show them).

Section 1
Personal details

Title (Mr, Miss, Ms, Doctor etc.):		Date from which you have been known by your current name:	/ /
First name (including middle names):		Last name:	
Have you ever been known by a different name? Yes <input type="checkbox"/> (please provide details below) No <input type="checkbox"/>			
Previous first name (including middle names):		Previous surname:	Date of Name Change: / /
Previous first name (including middle names):		Previous surname:	Date of Name Change: / /
If you have been known by more than two additional names in the past, please continue on an extra piece of paper and attach it to this form. Have you use an extra piece of paper? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of the organisation that requested this check:			
Email address:			

Section 2
Details of birth

Date of birth:	/ /	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Town of birth:		Country of birth:	

Section 3
Identity numbers (you will need to provide at least one of these)

Do you have a passport (issued by any country)?			
<input type="checkbox"/> Yes, I have passport (provide details below)			
Passport Number:		Passport Country of Issue:	
Passport Issue Date:	/ /	Passport Expiry Date:	/ /
<input type="checkbox"/> No, I do not have a passport. Current Nationality: _____			
Do you have a UK National Insurance Number?			
<input type="checkbox"/> Yes, my UK National Insurance Number is: _____ No <input type="checkbox"/>			
Do you hold a driving licence (issued by any country)?			
<input type="checkbox"/> Yes, I have driving licence (provide details below)			
Driving Licence Type:	<i>Photo / Paper (Delete as Applicable)</i>	Driving Licence Country of Issue:	
Driving Licence Number:		Driving Licence Date Valid From:	/ /
<input type="checkbox"/> No, I do not have a driving licence			

Section 4

Please give details of **all of your addresses for the last five years**, including the dates you moved in to each address (addresses must not overlap).

Please give the full address.

Partial addresses may result in delays.

Current address:			
Postcode:	Country:	Date you moved in:	/ / (day / month / year)
Previous address (to cover the last 5 years):			
Postcode:	Country:	Date you moved in:	/ / (day / month / year)
Previous address to cover the last 5 years:			
Postcode:	Country:	Date you moved in:	/ / (day / month / year)
Previous address (to cover the last 5 years):			
Postcode:	Country:	Date you moved in:	/ / (day / month / year)
If you have lived at more than four addresses in the last five years, please continue on an extra piece of paper and attach it to this form. Have you used an extra piece of paper? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Section 5

Questions regarding your certificate and application

Electronic Certificate Access
 This UK Criminal Record (Basic, England & Wales) Check will generate an electronic certificate which you will be able to access online. The Disclosure and Barring Service will send you the instructions for accessing this certificate directly. Would you like to give Verifile and / or the organisation requesting this check permission to see your electronic certificate when issued?

Verifile and the organisation requesting this check Neither

Paper Certificate Request
 You can also receive a paper certificate through the post. Would you like one?

Yes, to my current address (as stated in Section 4) No

SMS Progress Update
 Would you like to receive progress update to your mobile phone? A mobile phone number will be required.

Yes, my mobile telephone number is: _____ No

Section 6

Authority

Please read the below carefully and **tick** those options to which you are prepared to consent. You are free to give or withhold any consents requested below, however you should be aware that not consenting to all options below may impact the completion of an appropriate background check and may affect your ability to obtain employment with your potential employer or have consequences relating to your employment with your current employer. Please also be aware that personal data (including special category personal data) about you may be obtained by your potential or current employer from third parties as part of the background checking process.

I authorise you and your representatives to apply for a Basic DBS Check on my behalf and I confirm the following about this Basic DBS Check application:

I have read the [Basic DBS Check Processing Privacy Policy](#) ¹ and I understand how DBS will process my personal data.

I consent to the DBS providing an electronic result directly to the responsible organisation that has submitted my application (Verifile). I understand that an electronic result contains a message that indicates either the certificate does not contain criminal record information or to await certificate which will indicate that my certificate contains criminal record information.

I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

I hereby allow you to process my **personal data** ² for the purpose of undertaking background checks as required by my potential employer and any sensitive personal data/special categories of personal data that I have checked below for the purpose of undertaking background checks as required by my potential employer: Criminal offence data

I hereby allow you to transfer my personal data and special category personal data (as consented to above) outside the European Economic Area, including to a country that does not contain appropriate safeguards as required by Article 46 of the General Data Protection Regulation.

¹ Accessible at <https://www.gov.uk/government/publications/basic-dbs-check-privacy-policy>

² Personal data is any information from which it is possible to identify a living individual, and in this case may include the following categories: name, sex/gender, date of birth, place of birth, nationality, photograph, contact information and address history, criminal records, credit or bankruptcy history, employment history, education history volunteering history, professional credentials and memberships, opinions about you, appearance on governmental watch or sanction lists, civil court records, health information, eligibility to work, tax information, driving records, property information, directorship and corporate governance history, fingerprints, media and other public record information.

Your name:		Your signature:	
Your date of birth:	/ /	Date:	/ /



90/204
90/9001
90/14001



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