

Information Sheet

Completion of Paper Application forms for DBS Disclosures

Please note that there is full guidance (for applicants; ID verifiers and countersignatories) on how to complete a paper application form available from the [DBS website](#).

The guidance available from the DBS includes information regarding how to submit applications where the applicant has resided overseas for the last 5 years, has travelled or is a student in addition to other circumstances.

Role Titles to be used when submitting an application for a Disclosure*:

- **X61 line 1:** You must now include the relevant workforce(s). Choose the appropriate:
 - Child Workforce;
 - Adult Workforce;
 - Child and Adult Workforce.
- **X61 line 2:** Enter a description of the 'position applied for' up to 30 characters.

Please note that the Workforce must be stated on the Disclosure Application to enable the individual to make use of the Online Update Service. Failure to include the relevant workforce on the first line of X61 will lead to delays in the application being processed as the Police Disclosure Units will query which workforce the role will be working with and prohibit the individual from using the Disclosure for similar roles with other organisations.

Some illustrations:

- Children's Liturgy - Line X61 should show CHILD WORKFORCE on the 1st line and CHURCH MINISTRY on the 2nd line;
- Care Staff (in a Care Home) - Line X61 should show ADULT WORKFORCE on the 1st line and CARE WORKER on the 2nd;
- For Clergy and Religious - Line X61 should show CHILD AND ADULT WORKFORCE on the 1st line and either PRIEST or RELIGIOUS BROTHER/SISTER on the 2nd.

Guidance on role titles:

Role titles on the DBS application form must indicate the nature of the role and the contact involved so the eligibility of the Disclosure is apparent for DBS processing purposes.

Therefore, for post-holders (for volunteer roles - see below), ensure that the role indicates the nature or the element that makes the it eligible for the Disclosure as opposed to the official job title which may not make the eligibility apparent to the DBS and Police Disclosure Units. The DBS can query applications that they believe do not appear to be eligible for a Disclosure to ensure that each application has been properly assessed for eligibility.

Applications in respect of Priests, Religious Sisters/Brothers etc. should be submitted using those role titles on the Disclosure Application form.

Volunteer roles:

For **all voluntary roles** within the Church, the role title on the Disclosure Application Form (including Ebulk) should be entered as 'Church Ministry' or the title of the specific role as depicted on the role list. Please note that 'Volunteer' alone must not be stated on the 'Role Applied For' on the Disclosure application.

This title must be used as the nature of the work or contact will not be understood by the local Police forces when assessing church role titles such as Children's Liturgy or Eucharistic Minister etc. for relevant criminal conviction information.

*When CSAS is operating as an Umbrella Body on behalf of Catholic organisations with their own charitable status, it is for the employing/appointing organisation to determine the role title. CSAS countersignatories can challenge the role on the basis of eligibility however the 'employer' determines the role title for DBS Disclosure purposes.