

PERMISSION TO COMPLETE A DBS ONLINE STATUS CHECK / ORIGINAL CERTIFICATE DETAILS

This form is to be completed to give permission for Runnymede Borough Council to check an individual's detail's via the DBS Update Service – i.e. to complete an online status check. It can also be used to capture the original certificate details.

Please note:

- The individual's original DBS Certificate MUST be seen to complete the initial online status check
- The individual's identity MUST be checked on sight of the original certificate or an online status check cannot be completed
- The DBS certificate should be for the correct workforce and you will only be able to complete a status check for the same workforce.

A. INDIVIDUAL'S CONSENT: *To be completed by the individual who is giving permission for a status check to be undertaken.*

I(insert name) give permission for an DBS online status check to be completed by Runnymede Borough Council:

Signed.....

Date:

B. ORIGINAL CERTIFICATE DETAILS / ONLINE STATUS CHECK:

These details should be taken from the original DBS Certificate presented by the individual for whom you are carrying out the status check.

FULL NAME:		LEVEL OF DISCLOSURE			
DATE OF BIRTH:		WORKFORCE	ADULTS	CHILDREN	OTHER
IDENTITY CHECKED:	YES/NO	ONLINE STATUS CHECK COMPLETED BY (NAME):			
DBS CERTIFICATE NUMBER:		ONLINE STATUS CHECK COMPLETED : (DATE)			
DBS CERTIFICATE ISSUE DATE:		NEW DBS REQUIRED: (applicable if status has changed)	YES/NO		

Driver number

Document V1 Feb2014