**DBS Paper Applications**

All forms apart from the DBS Registration Application can be printed off from the Safeguarding page on the Diocese of Brentwood Website using the **Resources** tab. The **DBS Registration Applications** are sent from the Safeguarding office.

When an applicant is given a **DBS Registration Application form**, a **Confidential Self Declaration form**, **Volunteer Application form** and **ID Verification form** to complete in addition to this please provide the **Guide to Applicants** information sheet and **Online Update Service** guide (available on the website).

1. All forms must be completed, the **DBS Registration** form, the **Self Declaration**, this must be returned in sealed envelope, **ID Verification** with signed copies of ID must be sent to the Safeguarding Office, the original identification documents must been seen by the Parish Representativecopies are **not** acceptable. The role of the volunteer must be clear, for instance if the applicant is a applying to be a catechist, please specify the Sacramental program eg RCIA, First Holy Communion/Confirmation or both.
2. References are done by the Parish Representatives and the addresses of referees are completed by the applicant on the Volunteer Application form. The **Referee Request Letter**, **Volunteer Role Descriptions** tick list, **Volunteer Reference** form are sent to the referee. The **Volunteer Reference** **and Volunteer Applications** formsare filed in the parish office for 75 years**.**
3. The DBS Registration form, must show all name changes clearly and previous addresses if the applicant has not lived in their current address for 5 years.
4. The **Self Declaration Form** will need to be sent back to the Safeguarding office at Cathedral House in a sealed envelope with the DBS Registration Application
5. When the DBS forms are sent back to the Safeguarding office, please send them by recorded delivery for the attention of Joan Thomas, DBS Administrator, safeguarding@dioceseofbrentwood.org.

**DBS Applications for Priests and Seminarians**

When a Priest or Seminarian applies for a DBS, the **DBS Registration Application** form, **ID Verification** and **Self Declaration** Form will need to be completed and sent in to the Safeguarding office, no other forms are required.

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**Ebulk – Online Processing**

If you would like to be registered for online processing, please send an email to johannapeluso@dioceseofbrentwood.org.

There are two forms that will need to be completed before registration can take place.

With this system the applicant completes an online version of the DBS form and then arranges an appointment with their Parish Representative to verify ID. The Parish Representative then sends the information online to the Safeguarding office for countersigning. This system does not cut out the need for all paperwork as the usual forms have to be completed with the exception of the DBS Registration paper form. The Self Declaration and ID Verification forms will need to be sent into the Safeguarding office by Recorded Delivery before the application can be countersigned.

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