**DBS Application Information for Parish Safeguarding Representatives**

All forms are mandatory in the diocese except for the online update service form. This service is offered by the government free of charge to all volunteers and minimises the application process at time of renewal along with other benefits, this is something we encourage all volunteers to join.

NEW VOLUNTEERS -

Application form (lilac form or a link for online application form obtained from Antoinette Martin, DBS Administrator email antoinettemartin@dioceseofbrentwood.org)

DBS1 Volunteer Registration

DBS3a (or 3b for non-UK applicants)

DBS4 Safeguarding Self-Declaration

DBS17 Applicant Consent for DBS

Online update service (optional)

Guidance notes for DBS3

Guidance notes for DBS4

Privacy notice

ID verification process done by parish safeguarding representative or Antoinette.

RENEWAL FOR EXISTING VOLUNTEERS

Application form (lilac form or a link for online application form obtained from Antoinette)

DBS3a ID Verification (or 3b for non-UK applicants)

DBS4 Safeguarding Self-Declaration

DBS17 Applicant Consent for DBS

Guidance notes for DBS3 ID Verification

Guidance notes for DBS4 Safeguarding Self Declaration

Privacy notice

Online update service (optional)

ID verification process is done by the parish safeguarding representative in-person or with Antoinette over zoom video call

References are not needed unless the parish safeguarding representative cannot source original copies these should be stored in a locked filing cabinet in the parish office

NEW OR RENEWALS USING ONLINE ROUTE

Applicants first and last name

Email address

Role in parish

State if it is a new or renewal application

**\*If using this route please contact Antoinette for a application table\***

References are not needed for renewals unless the parish safeguarding representative cannot source original copies which should be stored in a locked filing cabinet in the parish office.

TO RENEW THOSE WHO ARE ON THE **ONLINE UPDATE SERVICE** ALREADY WITHIN THE DIOCESE

DBS4 Safeguarding Self-Declaration

DBS17 Applicant Consent for DBS

Guidance notes for DBS4 Safeguarding Self-Declaration

Privacy notice

Antoinette will renew the existing DBS on the database and the same original paper certificate therefore no ID verification is needed

FOR **EXTERNAL** APPLICANTS WHO ARE ALREADY ON THE **ONLINE UPDATE SERVICE**

Application form (lilac form or a link for online application form obtained from Antoinette)

DBS1 Volunteer Registration

DBS3a ID Verification (or 3b for non-UK applicants)

DBS4 Safeguarding Self-Declaration

DBS17 Applicant Consent for DBS

Guidance notes for DBS3 ID Verification

Guidance notes for DBS4 Safeguarding Self-Declaration

Privacy notice

Proof of DBS certificate

ID verification process is done by the parish safeguarding representative in-person or Antoinette Martin via zoom video call

or

The volunteer can apply for a New Volunteers DBS and receive a separate DBS rather than use the disclosure number via the external DBS.