

DBS Update Authorisation Form

This form is only to be completed by for people who are part of the DBS Update Service Annual Subscription

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| --- | --- | --- | --- |
| **FULL NAME**  (as specified on certificate) |  | | |
| **DBS NUMBER**  (as specified on certificate) |  | **Date DBS Completed**  (as specified on certificate) |  |
| **DATE OF BIRTH** |  | | |
| **CERTIFICATE TYPE** (Please tick as appropriate)  NB If you have a Standard DBS check, you will be required to complete an Enhanced DBS through BGU | ENHANCED    STANDARD | | |
| **WORKFORCE**  (Please tick the box that your DBS relates to)  NB The workforce must match exactly the workforce requirement of the course studied at BGU | Child Workforce    Adults Workforce    Child and Adults Workforce    Other Workforce | | |

**I give the authority for Bishop Grosseteste University to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to my Enhanced Criminal Record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Policy Act 1997. To view BGU’s DBS policy, visit** [**http://www.bishopg.ac.uk/Documents/Code%20of%20Practice%20for%20DBS%20Checks%20for%20Applicants%20and%20Students%20%282017%20entry%29.pdf**](http://www.bishopg.ac.uk/Documents/Code%20of%20Practice%20for%20DBS%20Checks%20for%20Applicants%20and%20Students%20%282017%20entry%29.pdf)

**By signing this form, I declare that the information I have given above is true and that the giving of false information could result in me being required to pay for a new enhanced DBS check at the cost of £53.20 to meet the requirements for my University course.**

**If you have changed your name since completing your DBS check, we will also need to see your original marriage certificate or change of name deed.**

Signed: …………………………………………………………………………………………………. Date: ………………………………….

OFFICE USE ONLY: *Please tick outcome revealed:*

1. This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.
2. This DBS Certificate remains current as no further information has been identified since its issue.
3. This DBS Certificate is no longer current. Please apply for a new Enhanced DBS check to get the most up-to-date information.



1. The details entered do not match those held on our system. Please check and try again.
2. The current check does not match the requirement for the course. A new Enhanced DBS is needed.

**If the outcome is 3, 4 or 5 – please complete a new Enhanced DBS certificate.**

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| BGU Staff Name |  | Original DBS and ID Seen? |  | OK to Complete Check?? |  | Outcome of Check |  |