

## Errors on DBS application forms

Please be aware that there is no longer the ability to amend DBS applications, once they have been submitted to the DBS, where incorrect information has been identified in the following fields:

- Workforce (child or adult)
- Home based checks (not applicable to posts in schools)
- Barred List checks
- Incorrect spelling of name
- Duplication of forename in middle name
- Issues with the 5 year address history
- ID Verifier selection of paper driving license rather than photocard license

Amendments can be made prior to submission to the DBS, but you will need to contact the DBS and Traded Adverts Team at HR Services on telephone: 01629 535117 Option 1 immediately if you notice something is incorrect.

If an application needs amending after it has been sent off to the DBS, the form will have to be withdrawn and a further one submitted. The DBS fee paid for the first form is non-refundable and this will mean that, as the check will be submitted twice, payment will be made twice.

For any further information, please contact us by emailing [DBS.Mailbox@derbyshire.gov.uk](mailto:DBS.Mailbox@derbyshire.gov.uk) or telephone: 01629 535117 Option 1.