

# DBS registration form

Complete all relevant sections, scan and email to [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org)

For more information and to read our full terms and conditions, or to find out more about our background checking service for Northern Ireland go to [thirtyoneeight.org/register-for-DBS](http://thirtyoneeight.org/register-for-DBS)

## 1. Organisation details

Organisation Name:


Membership reference number (Sent to you in your welcome email):

## 2. Lead Recruiter details (this is the person who will process your DBS checks and act as our main contact)

Miss/Mr/Mrs/Ms/Rev/Other:  First name(s):


Last name:  Telephone: \*   
\* (Mobile number preferred)

Email:

Address:   
 This must be a valid UK address where post can be securely accepted.  
Post code:

## 3. Types of DBS check required (tick ANY that apply)

- Enhanced Disclosure checks**  
(For roles working with children, young people and/or adults at risk)
- Standard Disclosure checks**  
(For a limited number of roles e.g. carrying out a FCA controlled function)
- Basic Disclosure checks**  
(For any role that is not eligible for an Enhanced/Standard check)

 Most organisations will require Enhanced Disclosures. Other check types can be added later if needed. If you're unsure you can ring our Disclosure Helpline on 0303 003 11 11 option 1

**4. DBS processing method** (tick **ONE** option only)

**Online** (Our most popular method is fast, secure, easy-to-use, and set-up is included in your membership)

or

**Paper** (We recommend most organisations use online but we can process paper checks if required)

**5. Senior leader**



For organisations where the Senior Leader is also acting as the Lead Recruiter for your organisation, you will need to provide details of the next most senior person here so that they are able to authorise the Lead Recruiter.

**Position held:** (e.g. Minister, CEO, Trustee)

**Miss/Mr/Mrs/Ms/Rev/Other:**

**First name(s):**

**Last name:**

**Telephone:**

**Email:**

**6. Finance contact person** (e.g. Treasurer, Finance Officer)

**Miss/Mr/Mrs/Ms/Rev/Other:**

**First name(s):**

**Last name:**

**Telephone:**

**Email:**

**7. Additional Recruiter** (Leave section **BLANK** if not required. Additional recruiters can be added later if needed)

**Recruiter level required:**  
(tick **ONE** option only)

**ID Checker** (can only view applications that require the ID to be checked)

or

**Full access** (same access as Lead Recruiter to process checks and view results)

**Miss/Mr/Mrs/Ms/Rev/Other:**

**First name(s):**

**Last name:**

**Telephone:\***

\*(Mobile number preferred)

**Email:**

## 8. Declaration statement by organisation

**This organisation is responsible for recruiting paid workers and/or volunteers to roles that need either Basic, Standard, or Enhanced DBS checks. In registering with the Thirtyone:eight Disclosure Service:**

- We agree to comply with all the requirements contained in the [Disclosure and Barring Service Code of Practice](#), other DBS procedures and processes, and by UK data protection legislation and GDPR.
- We confirm that we have adopted policies for the recruitment of offenders and [safe storage of information in line with DBS expectations](#). We will not communicate, disclose, or make available all or any part of confidential information to any third party.
- We confirm that we have read and understood the [Thirtyone:eight Statement of Fair Processing](#), the [Recruiter Agreement Form](#), and the [Thirtyone:eight privacy policy](#), and that we agree to abide by the terms and conditions set out in these documents.
- We confirm that our Recruiter(s) meet the expectations for the role, and that we have confirmed their identity. We confirm that we know of no relevant unspent convictions or that they are the subject of any criminal investigation or pending prosecution. We confirm that we have no cause for concern regarding their honesty, integrity, or conduct with children and adults at risk.
- We agree to inform Thirtyone:eight of any changes in our organisation, personnel or practices which could affect our ability to work within these expectations.

### Signed for and on behalf of the organisation by:

**Senior Leader**  
signature:

Print name:

Date:     /     /



*This declaration **MUST** be signed and dated by all the relevant people listed so that we can register you for our DBS service.*

**Lead Recruiter**  
signature:

Print name:

Date:     /     /

**Additional Recruiter**  
*signature (if applicable):*

Print name:

Date:     /     /



**That 's it!** Now you've completed the form, carefully check it to make sure you've filled in and signed all the relevant sections then email it back to us at [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org) and we'll be in touch. Thank you for registering.