

Disclosure and Barring Service (DBS)
DBS Administrator Declaration Form

Parish/Benefice Name _____

The following person has been appointed by the PCC as: DBS Administrator they will be taking on these roles (please specify):

Please note this information is for the purposes of using the Parish account with APCS so the information will be shared with them.

Manager/ Recruiter: This person will receive all notifications of outcomes from DBS applications. The Parish can only have one person in this role.

Administrator/ Verifier: This person will issue the log in numbers and verify the applicants ID. They can also be the Manager/Recruiter and receive outcome notification. The Parish can have more than one person in this role.

Manager/ Recruiter Administrator/ Verifier

*Mr / Mrs / Miss / Ms / Doc / Revd / Other (please state)
(*delete as appropriate)

Name _____

Address _____

Telephone Number _____ Date of Birth _____

Email _____

Sample signature _____

Please tick the appropriate boxes below:

I am taking over this role from

Return to:
dbsadministrator@oxford.anglican.org