Disclosure and Barring Service (DBS)
DBS Administrator Declaration Form

Parish/Benefice Name:

National Church Records Number
(6-digit Parish Code, usually beginning
with 27….)

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

The following person has been appointed by the PCC to take on the following role/s (please specify below):

☐　　　Manager/ Recruiter　　　☐　　　Administrator/ Verifier

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.

*Mr / Mrs / Miss / Ms / Doc / Revd / Other (please state) …………….……. (*delete as appropriate)	
Name:	
Address:	
Telephone Number:	
Email:	

Please tick the appropriate box below (if relevant):

☐　　　I am taking over this role from ……………..…………………….

Return this form to: dbschecks@oxford.anglican.org

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ISO 14001
ISO 22301
ISO 27001

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