



### Introduction

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. If your job role involves regularly working with, or having close contact with vulnerable groups, including children, you may be asked to apply for a criminal record check.

### What is a Disclosure and Baring Service check?

There are two types of DBS Check: Enhanced and Standard. Both will reveal a person's criminal record as recorded on the Police National Computer (i.e. convictions, cautions, reprimands and warnings). An Enhanced DBS check will also reveal any non-conviction information held locally by the police and, if requested, whether a person is barred from working with children or vulnerable groups.

### Why do some organisations require Disclosure and Barring Service checks?

When you apply for certain types of jobs, the law<sup>1</sup> allows recruiting organisations to ask you about your spent and unspent convictions and apply for a criminal record check.

These are generally jobs that mean you:

- will be working regularly with children
- will be working in an establishment that is wholly or mainly for children
- will be providing healthcare, personal care or social work
- have applied to be a foster carer, adoptive parent or childminder
- will be working in certain other professions

### Will I have to reveal my previous names when I apply for a DBS check?

The law requires that you disclose all of your previous names and addresses to the DBS so that they can correctly process your application. The DBS does however have a process whereby you can disclose your previous gender/name to the DBS only and not reveal this on the CBS application form. This is known as the 'Sensitive Applications Process'. This process ensures that your information is handled sensitively and securely by the DBS and not revealed to the person who asked you to apply.

### How does this process work?

If your employer/potential employer has asked that you apply for a DBS check and you are concerned about disclosing previous gender/name changes, you must contact the DBS's Sensitive Application's Team. This will ensure that your previous gender/name is not released on your CBS certificate without your permission. A member of the team will be able to answer all of your questions about completing the application form and will record your details so that we can track your application when it arrives. Once it arrives at the DBS we will monitor your application and check the content of your DBS certificate before it is issued.

### What can happen if I don't use the DBS's Sensitive Application route?

If you have not contacted the DBS's Sensitive Applications Team to let them know you are going to or have submitted an application then they will not be able to monitor that application and your certificate could reveal your previous names / gender and criminal information in that name / gender.

### Can I have my convictions / cautions or other criminal information about me transferred to my new name?

Yes. If you have obtained a Gender Recognition Certificate you can ask the police to transfer the information to your new name. The Police will amend your record, by changing your gender and file

name to reflect your new name. Your former names will be retained on your police record but will not appear on your DBS Certificate.

#### What if I don't have a Gender Recognition Certificate?

If you do not have a Gender Recognition Certificate, you should still contact the DBS's Sensitive Applications Team who will monitor your application. If your DBS check is going to reveal information in your previous gender/name that would be printed on your DBS certificate, we will contact you before it is issued and discuss the options available to you. If you have no criminal information recorded against you then the DBS can remove your previous names / gender from your DBS record so that they do not appear on your certificate.

#### How can I find out more about the process?

For more information, you should contact the DBS's Sensitive Application's Team on

Phone: 0151 676 1452  
Email: [sensitive@dbs.gsi.gov.uk](mailto:sensitive@dbs.gsi.gov.uk)  
Address: The Sensitive Application Team  
Customer Services  
Disclosure and Barring Service  
PO BOX 165  
Liverpool  
L69 3JD

<sup>1</sup>Part V of the Police Act 1997 and the Exceptions Order (1975) to the Rehabilitation of Offenders Act 1974  
Transgender Leaflet DBS (3).docx