



# Lions Clubs International

## MD105 British Isles

### Application Procedure for a DBS Check

With effect from October 2020 the procedure for a Lion/Lioness/Leo to have a DBS check will be as follows:

1. The club secretary or club Vulnerable Persons officer must notify the District Vulnerable Persons officer of any Lion who wishes to have a DBS check.. The club secretary or V.P. officer should do the same for any new Lion.
2. The application forms should be taken to the applicant by the District V.P. officer or the nearest counter signatory for completion. When the application form is completed, before it is forwarded on to the Disclosure and Barring Service office, the following information is required to be sent to the MD.VP Officer at the end of each month: form reference number, applicants full name and date of birth, application date and the Lions club that the applicant belongs to. This is for the National data base of Lions who are DBS checked can be updated.
3. If this is not possible for the counter signatory or District VP officer go to the applicant for a logistic reason then the application form is sent to the club and the applicant who must read the list of **YOU MUST** and **YOU MUST NOT** on the front of the form before commencing to fill in pages two and three as this will help to avoid the most common errors which will result in the application form being returned.

The club VP officer or secretary will copy the original identification of the applicant **subject to GDPR** and then send them to the District VP officer or counter signatory. It is advisable to send these by **Next day guaranteed delivery service tracking and signature. This service has a compensation system in place.** The counter signatory or the District VP Officer who will check through the forms and complete the back page plus the registered body use only a3, a14, a21, a23, a25 and section B 37. The application form is sent to the DBS again with the next day delivery and signed for service as soon as it has been completed and checked.

The counter signatory or District VP Officer will keep the identification copies in a secure place and then destroy them after three months.

4. On receiving the certificate from the Disclosure and Barring Service the applicant should within twenty eight days apply on line to join the Update Service at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service) where they will be required to fill in a box requesting Surname, Gender, Date of Birth, email address DBS Certificate number and does the application /certificate relate to a voluntary position. **Important do not forget to check the Yes box as failure to do so will result in You being charged £13 per year for this service and I do not think this is refunded.**

The reason for applying for the Update Service is, that once the DBS certificate has been registered it becomes portable so you can take it from role to role within the same workforce. It also means that one DBS certificate is all you may ever need as once the certificate is registered there is no need to update frequently. It is important that the Criminal Record Check ( DBS) Consent form is completed to allow the MD VP Officer to confirm from time to time the status of all registered Certificates held by Lions members.

Paul Southerton  
Multi District Vulnerable Persons Officer