

DBS Certificate Returns Form *(membership secretaries only)*

This form relates to the return of new DBS certificates. This form is not to be used for certificates applied for by other *organisations* or as part of the Update Service status check.

From 17th June 2013 Folk office will no longer receive copies of the applicants DBS certificate. We now require the applicant to show their certificate to the Membership Secretary. Once the Membership Secretary has witnessed the form they must complete the table below and return to **9/10, 83 Crampton Street, London SE17 3BQ.**



Woodcraft Folk
Education for Social Change

If we do not hear from you within 30 days of the application being sent to the DBS we will contact both the Membership Secretary and applicant.

** You can use this form for 1 to 10 returned DBS certificates*

Name	DBS Certificate No.	Date of issue	Conviction/Reprimand/ Caution or Warning listed <i>(please circle)</i>
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO
			YES/ NO

If there are any listings on a members DBS certificate (circled yes) please provide details overleaf.

To be signed by the Membership Secretary:

Name _____ Signature _____

Date dd / mm / yyyy

Woodcraft Folk, Units 9 & 10, 83 Crampton Street, London, SE17 3BQ

Tel: 020 7703 4173 Fax: 020 7358 6459 Email: info@woodcraft.org.uk Web: www.woodcraft.org.uk

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Information on this form will be stored in the Woodcraft Folk database and used only for Woodcraft Folk purposes. We do not ex-

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Please list details of all convictions, warnings, reprimands or Cautions on a members DBS certificate.

DBS Certificate No:

Type of offence conviction, warning etc	Details of offence	Date of offence	Sentence

DBS Certificate No:

Type of offence conviction, warning etc	Details of offence	Date of offence	Sentence

DBS Certificate No:

Type of offence conviction, warning etc	Details of offence	Date of offence	Sentence

Please continue on a separate sheet if required.