



The Sensitive Application Process

Processing DBS applications for transgender members

The Disclosure and Barring Service sensitively and confidentially process DBS applications for transgender applicants. They've provided a step by step procedure that we can follow to ensure an applicant's correct gender and name is displayed on their certificate.

1. The applicant must go on to the online DBS system and complete their application as usual. www.woodcraft.org.uk/dbs-online
2. On their application they MUST select the gender they identify with and answer 'No' to the question have you been known by any other names (*if they wish not to disclose this information*).
3. Once they've completed their application they'll need to contact the Membership & Groups Officer at Folk office (info@woodcraft.org.uk or 020 7703 4173) immediately providing the following information:
 - **A request for their application to be taken through the sensitive process**
 - **A scanned copy of their change of name deed/certificate (*if applicable*)**
 - **Contact telephone number and email**
 - **Home address**

Please note the above information must be provided to Folk Office before the application is verified otherwise the DBS will be unable to match the application to the request.

4. The membership secretary can then go on to the GBG site and verify the application once they've witnessed the relevant ID.

If the identity documents show different genders, please attempt to use only the ID that displays the gender they

identify with. If the ID shows only the incorrect gender which they do not wish to disclose contact the Membership and Groups Officer immediately before starting the application process.

5. The application and documents provided will be sent to the Disclosure & Barring Service Sensitive team requesting that the application be processed in line with the gender recognition act 2004.

If an applicant is happy to have their previous identity disclosed on their certificate, they don't need to follow the above procedure and can simply submit their information under the 'any other names' section of their application.

How to contact the sensitive applications team

The sensitive application team is experienced in dealing with sensitive cases and will happily advise you on the process and what you need to do.

To contact the sensitive applications team directly, please telephone 0151 676 1452 or email sensitive@dbs.gov.uk. Please note, that the telephone number also has an out-of-hours answering machine where you can leave your details, and a member of the team will call you back.

Please note, an applicant using the confidential checking service, will still complete the same application form as any other applicant.

Any questions for Woodcraft Folk membership please email info@woodcraft.org.uk or call 020 7703 4173.