**CHANGES FORM:**

**Add Additional Application Managers or Change Primary Manager**

**Complete, save and return by email to:** [**mayflower@dbsdirect.co.uk**](mailto:mayflower@dbsdirect.co.uk)OR print and POST TO...Mayflower Disclosure Services Ltd, 3rd Floor, 86-90 Paul Street, London, EC2A 4NE. On receipt of your Form we will amend your details on

our records – please allow 1 working day.

|  |  |
| --- | --- |
| **Required Information** | **Enter details below in shaded boxes** |
| Organisation Name: |  |
| Address line 1:  Address line 2:  Town:  Postcode: |  |
| Have the details above changed? Do we need to amend our records? | **YES**, please update our records. Our previous details were (enter in shaded box):  **NO**, these details have not changed |

**Add or Change Application Managers below:** (see 2nd page for more detail of Roles) – enter info in shaded boxes

| **DBS Role** | **Name** | **Position in Organisation** | **Email** | **“I have read and agree to the** [**Terms of Business**](https://dbsdirect.co.uk/terms-of-business.php) **&** [**Privacy Policy**](https://dbsdirect.co.uk/privacy-policy.php) **&** [**Mayflower Declaration**](https://dbsdirect.co.uk/declaration.php)**”**  (check box) | **Date** |
| --- | --- | --- | --- | --- | --- |
| **Primary Manager** |  |  |  |  |  |
| \*If you are nominating a new Primary Manager in the field above, does the existing Primary Manager still need access to your DBS account as an additional Application Manager? | | | | **YES**, still needs access as an additional Application Manager  **NO**, please remove their access | |
| **Automatic System Notification Emails (Application Created & Result Emails)** | If you would like the automatic notification emails to be sent to a different email address instead of to the Primary Manager eg: to a generic departmental email, please enter the email address in the box on the right: | |  | | |
| **Application Mgr. #1** |  |  |  |  |  |
| **Application Mgr. #2** |  |  |  |  |  |
| **Application Mgr. #3** |  |  |  |  |  |
| **Application Mgr. #4** |  |  |  |  |  |
| **Application Mgr. #5** |  |  |  |  |  |
| **Application Mgr. #6** |  |  |  |  |  |
| **Application Mgr. #7** |  |  |  |  |  |
| **Application Mgr. #8** |  |  |  |  |  |
| **Application Mgr. #9** |  |  |  |  |  |
| **Application Mgr. #10** |  |  |  |  |  |

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**DBS Application Roles**

|  |
| --- |
| **Primary Manager/Primary Contact (limited to one person per organisation only)** |
| * Same as Application Manager, **plus:** * Receive Email notifications when DBS checks completed |
| **Application Manager** |
| * Check applicants ID documents * Submit application to Applicant Managers/Primary Contact for authorisation Authorise applications & submit them to Mayflower * View clear DBS check results online * View progress of DBS applications throughout processing * Track progress applications using in-built tracking facility * Can withdraw DBS applications |
| **Applicants** |
| * Complete online DBS Applications using their assigned Organisation Reference & Organisation Code |