**CHANGES FORM:**

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

**Complete, save and return by email to:** **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
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