DBS Form for New or Cancelled Portal User

Trust Access

DBS Form for New or Cancelled Portal User: Trust Access

This form is for Trust schools only. If you are a single school, who is not part of a Trust, please complete the Single School Access Form.

Please complete this form to inform us of new users and cancelled DBS Portal users.

Please be aware that this is **not** a DBS application form.

|  |  |  |  |
| --- | --- | --- | --- |
| DfE number\* |  | Trust customer number\* |  |
| Trust name\* |  |
| Requesting\* |[ ]  Access for a new portal user |[ ]  Access to be cancelled for a current portal user |
| Employee number |  |
| First name\* |  | Last name\* |  |
| Date of birth\* |  | Job title\* |  |
| Direct telephone number\* |  |
| User’s work email \* This email must only be used by the DBS Portal user |  |