Logo, company name

Description automatically generatedDBS 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 | | | | | |  | | | | | |