

# COMPLETING NAME AND ADDRESS HISTORY ON e-DBS APPLICATION

## NAME HISTORY:

In this example my surname is Test.

I married in September 1982 and then divorced in June 1986, when I reverted to my maiden name.

Therefore, I need to record three names in chronologic order, working back from my current name to my birth name, with my married name in the middle

Use the instructions in each pop up – plus the additional instructions in the text boxes.

Please note that if your screen is small you may have a scrolling facility in the pop up, which you may need to use to edit and save buttons when completing the form.

**Add additional surname**

Start by selecting the month and year you started using your current surname and click 'Add'.  
Then add all previous surnames (starting with the most recent first).

Surname\* test

Used From\* Month - Year

Used Until\* May-2020

Close Add

**Additional Surname List**

Name	Used From	Used Until	Available Actions
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- Put the date you started using your current name in using the drop down, which will appear when you click in the box.
- Go to year first, then month

**Add additional surname**

Start by selecting the month and year you started using your current surname and click 'Add'.  
Then add all previous surnames (starting with the most recent first).

Surname\* test

Used From\* June-1986

Used Until\* Jun 1986

Close Add

**Additional Surname List**

Name	Used From	Used Until	Available Actions
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- click add.
- Note there may be a scrolling bar to the right of the box if you are using a small screen.

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**Add additional surname**

Start by selecting the month and year you started using your current surname and click 'Add'. Then add all previous surnames (starting with the most recent first).

Surname\*

Used From\*

Used Until\*

**Additional Surname List**

Name	Used From	Used Until	Available Actions
test	June-1986	May-2020	<input type="button" value="Edit"/>

Put additional name/s in working backwards in time

Add dates known from – year first then month -then click add

Continue until full history added.

Note there may be a scrolling bar to the right of the box if you are using a small screen.

**Add additional surname**

Your name History is now complete. Please Click on Save All Names Button to Continue

**Additional Surname List**

Name	Used From	Used Until	Available Actions
test	June-1986	May-2020	<input type="button" value="Edit"/>
Newtest	September-1982	June-1986	<input type="button" value="Edit"/>
test	November-1964	September-1982	<input type="button" value="Edit"/>

When you have complete history, this message will appear

Double check all is well, edit if you need to by clicking edit and change name or dates as necessary  
save changes, or just SAVE ALL NAMES

# COMPLETING NAME AND ADDRESS HISTORY ON e-DBS APPLICATION

## ADDRESS HISTORY

Follows the same principles as name history, however, you will be requested to provide 5 years history, please have full address with correct postcodes and dates from and to available to hand.

Country\*

Postcode

Address Line One\*

(Optional Address Line)

Town / District\*

County / City

You have lived at this address since\*

After selecting country from drop down, enter current postcode. If this does not work, this indicates an ID checking error. Please refer to your ID checker for a new link as they must process a new application – errors on ID checks cannot be edited.

Search Postcode

Search Type  
 Postcode Search  Advanced Search

Please select your address from the list below.

Can't find your address from the post code? click [here](#)

Once post code entered click 'find postcode' and select your address from the drop down.

You have lived at this address since\*

Additional Addresses

If you:

- have lived at your current address for less than five years; and/or
- have lived at more than one address over the last five years (including temporary and student accommodation)

[Click Here](#) to provide your additional addresses.

Click into the 'you have lived at this address since' box and select year first and then month.

If you have been residing at current address less than 5 years you need to add more, use the 'click here' option to continue

# COMPLETING NAME AND ADDRESS HISTORY ON e-DBS APPLICATION

**Additional Address**

**Add Additional Address**

You have to provide address history for **3 years 0 months**

Country\*

Postcode

Address Line One\*

(Optional Address Line)

Town / District\*

County / City

From Month Year\*

Until Month Year\*

**Additional Address List**

Address	Used From	Used Until	Available Actions
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Select country from drop down,

**Additional Address**

**Add Additional Address**

You have to provide address history for **3 years 0 months**

Country\*

Postcode

Address Line One\*

(Optional Address Line)

Town / District\*

County / City

From Month Year\*

Until Month Year\*

**Additional Address List**

Address	Used From	Used Until	Available Actions
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Postcode, search and select from dropdown.

Month and year from, inputting year first then the month

Continue adding additional addresses, working backwards until address history complete.