



**United Reformed Church**  
**Safeguarding – Verifier Declaration Form**  
for Disclosure and Barring Service – England and Wales (DBS)  
and Protection of Vulnerable Groups – Scotland (PVG)

This form should be used to indicate that a verifier is no longer acting in that capacity and/or to initiate the process to recognise a new verifier. Please complete and forward to: [DBS.PVG.Verifiers@urc.org.uk](mailto:DBS.PVG.Verifiers@urc.org.uk) or use submit button below, keeping a copy for your own records.

Church name \_\_\_\_\_ Number \_\_\_\_\_

**Verifier no longer active (if applicable)**

Title \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

**New verifier to be recognised**

Owing to the sensitive and confidential nature of the information received, each verifier should have their own email address which must be for their use only. If the verifier has a shared email address (e.g. church email address) or if the Inbox can be accessed by someone else (other than the verifier), correspondence relating to a DBS/PVG check must be deleted from the Inbox and kept in a secure place, to which only the verifier has access. This can be kept as a hard copy or an electronic copy.

It has been formally agreed by the church and recorded in minutes that the following person is authorised to verify DBS/PVG Application Forms

Title \_\_\_\_\_ Name (*Verifier*) \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Telephone number \_\_\_\_\_

Secure email address \_\_\_\_\_

The formal agreement by the church means that a) the DBS/PVG Verifier's information is provided for the purpose of discharging their role and will be shared with United Reformed Church staff at Church House and synod offices and our DBS/PVG processing contractor accordingly and b) that this has been explained to the nominated verifier.

I confirm that information provided on this form is complete and true and that I understand the guidance given above regarding the secure recording of sensitive and confidential information is the responsibility of the church and is in line with this church's Data Privacy Policy.

Signature/Name: \_\_\_\_\_ (*Church Secretary or Minister*)