



Private and Confidential

Dear

Thank you for undertaking Girlguiding's recruitment checks. Girlguiding require some additional information from you in order to complete your application.

Following recent changes to the Disclosure and Barring Service (DBS), the DBS only issue one certificate following a recruitment check. This certificate is now issued directly to the applicant (this is you) and is no longer issued to the charity (this is Girlguiding). Girlguiding have been notified that some information has been disclosed on your certificate and therefore we are contacting you as we need to see the certificate.

Please return your **original** certificate in the enclosed prepaid envelope within 14 days of the date of this letter. We will return your certificate as soon as possible. Once we have viewed the certificate, your local Commissioner may contact you to discuss the information disclosed. It does not mean that necessarily that you cannot become a member of Girlguiding and so we would be grateful if you would co-operate with this request.

I must inform you that if you do not adhere to this request, your local Commissioner will be contacted and you will be asked not to attend unit meetings or events.

I would like to reassure you that this information remains confidential and that disclosure of any kind is dealt with on an individual basis. This may be considered by the Chief Commissioner and you will be informed in writing of the outcome our decision.

If you have any questions, please do not hesitate to contact me.

Thank you for your cooperation.

Kind regards,

Miss Charlie Reeve  
Safeguarding Officer  
Girlguiding Guiding Services  
0207834 6242