

Appendix 6

Roles and Responsibilities Lead Countersignatory / Countersignatories and ID Checkers

Role of a Lead Countersignatory

In addition to the duties as a Countersignatory the Lead Countersignatory:

Acts as the principal point for all contact with the Disclosure and Barring Service (DBS) on all matters connected with Disclosure and registration (including periodic reviews, consultation documents, referrals to the DBS, etc).

Validates application documents and signs forms for staff who wish to become a Countersignatory for Bangor University.

9. Inform the Lead Countersignatory of changes to personal details (e.g. change of