

DBS guidance for applicants with two or more middle names

Two or three middle names

1. Ensure your first middle name is declared in the Current Middle Name field, Add your first middle name in full **(do not enter initials only, you must provide the full name that the initial stands for)**
2. If you have a second or third middle name you should declare them in Additional Middle Name Field in full **(do not enter initials only, you must provide the full name(s) that the initial stands for)**

More than three middle names

For applicants who have more than three middle names, you should add your middle names on your online application using this example below:

1. Ensure your first middle name is declared in the Current Middle Name field, Add your first middle name in full **(do not enter initials only, you must provide the full name that the initial stands for)**
2. If you have more middle names you should declare it in Additional Middle Name Field in full **(do not enter initials only, you must provide the full name that the initial stands for)** but ensure that you don't enter any spaces. An example can be found below:

Full Name of applicant: Natasha Tracy Sharon Esther Hilary Sarah Chappell (example purposes only)

- **First Name:** Natasha
 - **Middle Names:** Tracy SharonEsther HilarySarah (*NB - there are no spaces between the second and third middle name and the fourth and fifth middle name)
 - **Surname:** Chappell
3. **You now need to email smdadmissions@qmul.ac.uk with the subject line: DBS (middle names) and let us know that you have added your middle names.** At this point we will contact our DBS service provider and ask them to add spaces between your middle names.