



DBS e-bulk Applicant's Guide



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DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

You need to complete a DBS disclosure as you are applying to work with either children and/or vulnerable adults for an organisation on either a voluntary or a paid basis.
A DBS check can provide access to a range of different sources of information such as that held:

- on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The DBS reserves the right to add new data sources).
- on lists maintained by the Disclosure Vetting and Barring Scheme (DBS);
- by the local police force considered relevant to the job role by Chief Police Officer(s).

Your online DBS check needs to be by accessing the internet from a PC/Laptop.
For the purpose of this electronic application, access to information supplied by and relating to you is given to our agent in order to process the disclosure and by using the online system, we consider this your consent (all information is stored with the utmost of security in accordance to the DBS Code of Practice and Data Protection Act).

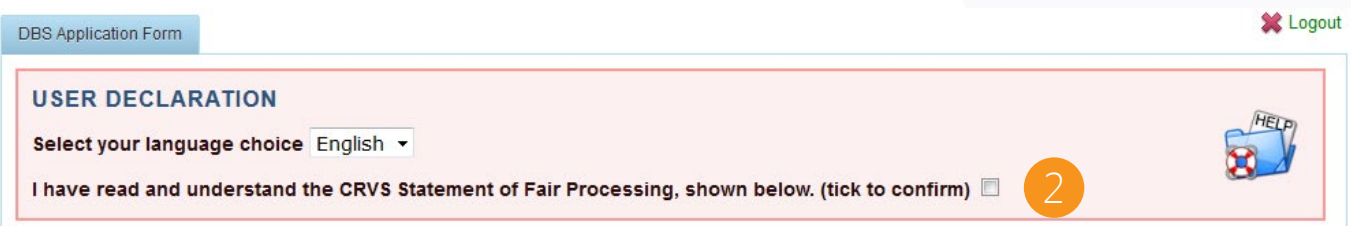
1 Logging on to the system

Please click the link that has been emailed to you. A login screen will prompt you to enter your DOB.



2 Language selection

If you would prefer to complete the application form in Welsh please indicate this here. A statement will be shown indicating that you will be sent a Welsh application form by post as this cannot currently be submitted electronically.





Statement of fair processing

You will now be taken to the 'CRVS Statement of Fair Processing'. Please read the statement and tick the box to confirm this has been read and agreed to.

Once you have ticked the consent box the application will progress to the next stage.

The application form is a simple 4 step process.

Mandatory fields are denoted by (*)

Mistakes on the application form will cause delays in processing.

Section 1 – Personal details

- 1 Please review your personal details and click the tick box to confirm that they are correct. If any of these details are incorrect please contact the issuing organisation.

Logout

DBS Application Form

Personal Details 1

Address History 2
Additional Information 3
Review & Submit 4

CONFIRM DETAILS

Please confirm that the details shown on this page are correct.

YOUR DETAILS

Title: Mr

First Name: dsdsa

Surname: dddd

Gender: Male

Date of Birth: 01/01/1985

Phone Number:

Position Applied: Administration Manager

School: DBS Application Portal

CURRENT ADDRESS

491
 milton keynes
 MK6 3BN

I CONFIRM THAT MY DETAILS ON THIS PAGE ARE CORRECT 1

Personal Details ✓ **Address History** 2 Additional Information 3 Review & Submit 4

Section 2 – Address history

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

Address dates

You will not be able to enter any dates that leave any gaps/overlaps in your address history. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively, e.g. parents' address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents' address March 2010 – April 2010 etc.

1 Add a previous UK address - House number/postcode
Please enter a house number/street and a full postcode and click Find Address.

2 No fixed abode in UK
If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign addresses/travelling overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'no fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

DBS Application Form ✖ Logout

Personal Details ✓ **Address History** 2 Additional Information 3 Review & Submit 4

ADD ADDRESS DETAILS
A DBS check requires you to provide the last five years of address history without any gaps. HELP

+ Add a previous UK address 1 2 + Add a previous NON-UK address

Key	Date From	Date Till	Address	Action
■	12-2013	12-2013	491 milton keynes MK6 3BN GB	🗑️

2008 2009 2010 2011 2012 2013

Address Timeline

December



Section 3 – Additional information

- 1 **National insurance**
Please indicate if you have a national insurance number and if yes please enter it.
- 2 **Birth location**
Please enter details of your place of birth.
- 3 **Nationality at birth**
Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.
- 4 **Middle names**
If you have any middle name(s) ensure that you enter these details, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your criminal record check.
- 5 **Other names**
Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Forename/ Add Surname' button. If you have used any aliases, e.g. William known as Bill, please also supply these details.

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

- 6 **Convictions**
If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No'. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent then please also select 'No'.
If you have an unspent criminal offence, caution, reprimand or warning then please select 'Yes'.
For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

Personal Details Address History **Additional Information** 3 Review & Submit 4

DBS Application Form Logout

Personal Details Address History **Additional Information** 3 Review & Submit 4

ADDITIONAL INFORMATION
Please complete all sections of this form.

National Insurance	<p>NATIONAL INSURANCE</p> <p>Do you have a National Insurance Number? 1</p> <p><input type="radio"/> No <input type="radio"/> Yes </p>
2 Birth Location	
4 Birth Nationality 3	
Middle Names	
Other Names 5	
Convictions 6	

Personal Details ✓ Address History ✓ Additional Information ✓ **Review & Submit** 4

Section 4 – Review and submit

- 1 When your application has been completed you will need to read and tick the consent statement and click the submit button. You will be emailed a copy of your application. Your application form will be processed on receipt of your verified identification.

Tracking the progress of your application with the DBS

As soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

✖ Logout

DBS Application Form

Personal Details ✓ Address History ✓ Additional Information ✓ **Review & Submit** ✓

REVIEW & SUBMIT ✓

Please answer the following questions

APPLICANT CONSENT STATEMENT

Completed on behalf of the applicant

By completing this form I consent the transfer of my information to the Disclosure and Barring Service for the purposes of a Disclosure Application.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick this box to indicate your consent

REVIEW SELECTION

Download PDF

Submit Complete Application 1

Personal
Details



Address
History



Additional
Information



Review
& Submit



What Documents Do I Need to Produce?

Route 1

Route One must be used where possible. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Route 2 requires applicants to undergo an external ID validation check - your Recruiter will advise you of the procedure for this.

Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current (photo card) Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)
 - A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)

Personal
Details



Address
History



Additional
Information



Review
& Submit



- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old

Contact information

T: 01908 208208

E: dbs@strictlyeducation.co.uk

W: www.strictlyeducation.co.uk/online-dbs