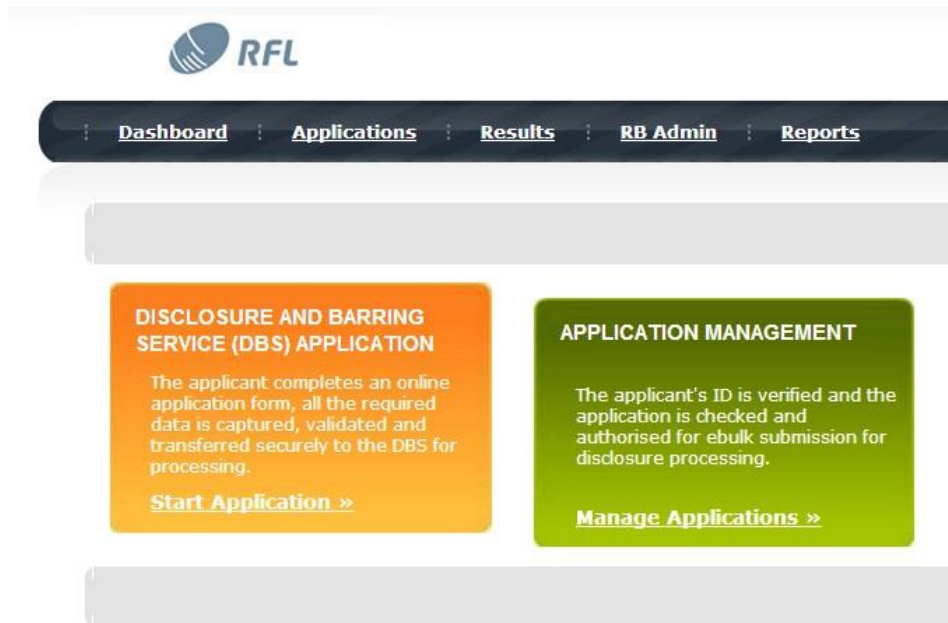


Online DBS System – Verifier Guide

From July 2014 applicants are now able to submit their DBS application using the new online system. This process is significantly quicker than completing a paper based application as once the application has been verified it is sent electronically to the DBS for processing. It also eliminates the possibility of making a mistake on the application form as applicants will not be allowed to continue to the next stage until each part has been filled in correctly.

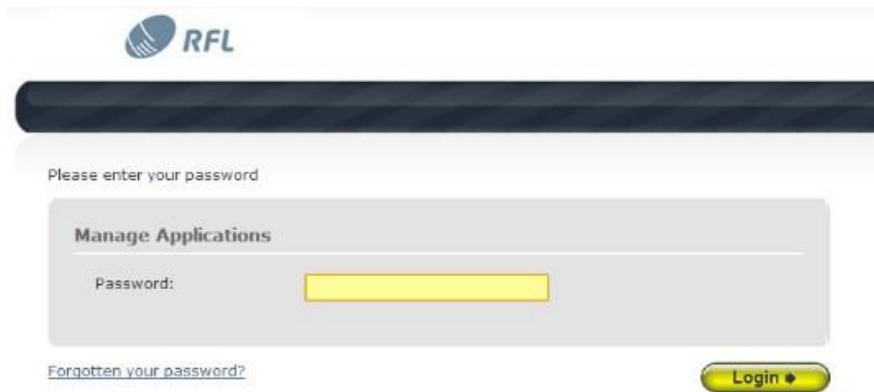
To begin the process you will need to visit the following website: [Online Disclosures](#)



As a verifier you will log in by clicking 'Manage Applications' within the green box.

The image shows the RFL Online DBS System login page. At the top left is the RFL logo. Below it is a dark navigation bar. The main content area has a grey background with the text 'Please enter your Organisation Reference, Username and Date of Birth'. Below this is a white box titled 'Manage Applications'. Inside this box are three input fields: 'Organisation Reference (*)' with a yellow background, 'Username (*)' with a white background, and 'Date of Birth (*)' with three dropdown menus for day, month, and year. Below the input fields are two links: 'Forgotten your login details?' and 'Forgotten your password?'. At the bottom right of the white box is a yellow 'Enter' button with a right-pointing arrow.

Your Username will be your email address and your Date of Birth is defaulted to 01/01/1998 unless you have changed this already.



From there you will be asked to enter your password, if you have forgotten this please click the 'forgotten your password?' link for assistance.

Pre-DBS Processing		DBS	
Waiting ID Check and Section Y	133	Processing	35
Query Applications	0	Application Complete	181
Awaiting External ID Validation	0		
Awaiting Payment	0		
Waiting Countersignatory Auth	0		

DBS E-Transfer	
Queued for Transfer	1
Applications Sent	1

Once you have logged in you will see a screen similar to that above. Applications that are waiting to be verified can be found in 'Waiting ID Check and Section Y'. Within this section there will be a large number of applications, you are only allowed to access those in which the applicant has given you permission to do so. You are able to filter the list by Organisation (Club Reference) to make this easier.

Organisation:
 Display:
 Order:

Date Created	Our Ref	Surname	Date of Birth	Org Ref
31/10/2014	[E] 524JONE424	JONES	25/03/1970	RFL

Once you have found the correct application click the link under the 'Our Ref' column, in this case it would be **524JONE424**. This will open up the application as shown below.

Overview Application

Application Header

Applicant Name: ADAM JONES
Date of Birth: 25/03/1970
Status: **Waiting ID Check and Section Y**
Our Reference: 524JONE424
DBS Reference:

Section Y

Application Type: [Complete Section Y](#)
With Adults:
With Children:
Volunteer:
Working At Home Address:
Workforce: None specified

Identity Check

ID Checked By: [Complete ID Check](#)
ID Checked On:

Please check the details to confirm you are verifying the correct application.

There are now two parts to complete 'Complete Section Y' and 'Complete ID Check'.

Application Details

Application Type:
Workforce:
Working with Adults in Regulated Activity:
Working with Children in Regulated Activity:
Working with vulnerable groups at the applicant's home address:
Is Volunteer:
DBS Adult First Check Required:

Additional Information

Please indicate whether or not the position is voluntary. All other fields MUST remain the same.

Use this box to provide any other information relevant to the application (max 250 characters)

[Back](#) [Save](#)

If you click on the blue 'Complete Section Y' button you will see the screen to the left. The only question that needs to be answered is whether or not the applicant is a volunteer. The answers to the other questions are pre-populated based on the role the applicant is applying for. If you select 'Yes' to volunteer you will be asked to confirm the DBS Volunteer Declaration.

Thank you - this section is complete
[Return to Application](#)

Once complete click Save. You will then see a confirmation message at the top of the screen allowing you to return to the application in order to complete the 'Complete ID Check' section.

Route 1 - Identity Documents

Applicant Name: ADAM JONES
 Applicant Category: **UK_EEA_LONGTERM_RESIDENT** (European Economic Area national resident in UK for more than 5 years)
 Current Address: 24 SOUTH STREET
 LEEDS
 WEST YORKSHIRE
 LS1 5AP
 UNITED KINGDOM
 Date of Birth: 25/03/1970

Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

If an Applicant declares any changes of name, you must ensure that documentary proof is provided to support this. If an Applicant is unable to provide proof to support a change of name, you should hold a probing discussion with the Applicant about the reasons why before considering to validate their Identity.

Group 1 Document: -- select --
 Document 2: -- select --
 Document 3: -- select --
 Current Address Checked: No
 Date of Birth Checked: No
 Cost Code / Personnel Number:
 Evidence Checked By: TIM WHITE

[Back](#) [Next route](#) [Save](#)

View Applications

Unable to verify ID via Route 1 - proceed to Route 2

Within the 'Complete ID Check' section you will need to fill in what identification documents the applicant has provided. These can be selected from a drop down list that will contain all suitable documentation under DBS guidelines.

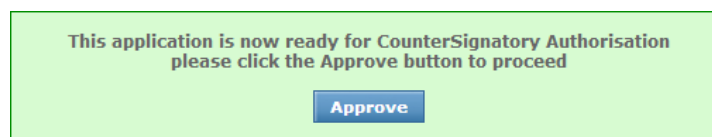
When selecting a Passport you will be asked to enter the number, nationality, date of birth, and date of issue. When selecting a driving licence you will need to enter the driving licence number, country of issue, date of birth, and the valid from date (Section 4a). Please ensure you have all these details when verifying an application.

Any other identification documents can be added without entering any further details. For certain documents you will be asked to confirm that they were issued within a certain period of time.

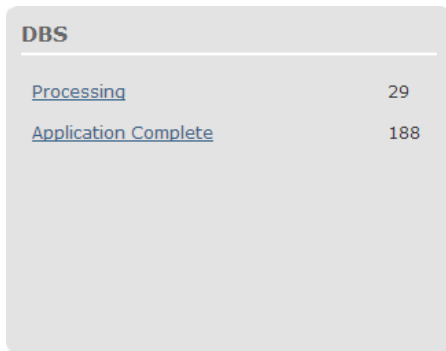
The next stage is to confirm you have checked both the applicants' date of birth and current address, and that what they have entered on their application corresponds with the documentation they have shown. This is done by answering the corresponding questions.

In certain cases an individual may not have the necessary identification documents to complete the process via route 1. In this case clicking 'Next route' will give you the option of verifying an application using route 2. Please visit the DBS website for more information on this process.

Once complete click save. As before you will see a confirmation message at the top of the screen allowing you to return to the application.



Once you have returned to the application overview the final stage is to click approve. Once approved the application is electronically transferred to the RFL to be countersigned. From there it is transferred to the DBS for processing.



The image shows a screenshot of a web interface with a heading 'DBS'. Below the heading is a table with two rows. The first row has a link 'Processing' and the number '29'. The second row has a link 'Application Complete' and the number '188'.

DBS	
Processing	29
Application Complete	188

As a verifier you will be able to track the progress of applications from your club/organisation. Under the DBS heading you will find a list of all applications currently in progress. Within this you are able to filter by club/organisation to find any relevant applications. If you click into an application you can find the DBS reference and applicant date of birth. These can then be entered into the DBS Online Tracker to check on the progress of an application - <https://secure.crbonline.gov.uk/enquiry/>. Once an application is complete it will appear in the 'Application Complete' section.

Once an application has been completed The RFL are able to check whether or not a disclosure certificate contains 'information'. If an applicant's certificate does contain 'information' they will be written to and asked to send the original copy of their certificate to the following freepost address so that it can be risk assessed:

Operations Department, The Rugby Football League, Gate 13, Rowsley Street, Manchester, M11

If an applicant's certificate is clear then they do not need to do anything. They will receive a confirmation email from the Safeguarding Team confirming they are able to volunteer in the role in which they have applied.

If you have any further questions please email safeguarding@rfl.uk.com .