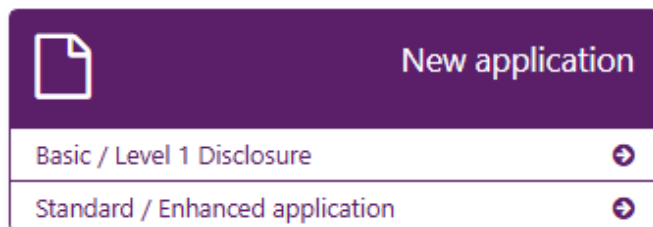


DBS Application Form Guide ID Checker Version v.4 August 2025



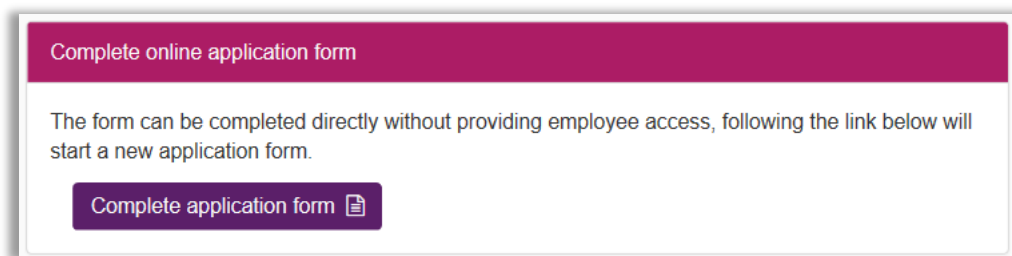
Completing an online application form

Login to your account and from the homepage select **Standard/Enhanced application** from the New application tile.

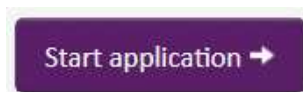


Depending on your organisations set up you may only see the option for **Standard/Enhanced application**

Select the **Complete application form** link



Once you have confirmed you have all the required documents click the **Start application** button



Before starting an application, please ensure you have the following, if applicable;

- Valid Passport details
- Valid UK Driving Licence details &
- National Insurance Number

The first page of the application form advises what details will be required to proceed;

Applicant guidance Personal details Address details Identification Declaration

In order to complete this application form you will need to provide details of:

- Current valid Passport(if applicable)
- Current Driving Licence UK, Isle of Man, Channel Islands and EU (Full or Provisional) – Photo card Style only (if applicable)
- Your national insurance number (if applicable)
- Address details for the last 5 years including the dates you moved into and out of each address (if applicable)
- Details of any previous names you have been known by including the dates that you changed names (if applicable)

Start application →

Please be advised that the application form is not compatible with mobile or tablet devices. You may also encounter issues with older browsers and we recommend you use the latest browsers such as Google Chrome.

ukCRBS Ltd adheres to the DBS' Code of Practice a copy of which is available to you on request. If you would like a copy of this document please email disclosures@mitie.com

The ukCRBS Ltd Applicant Privacy Policy can be downloaded at <https://form.crbs.info/termsandconditions/applicantprivacypolicy.pdf>

You will now be required to confirm that you have the applicants consent to complete the application form. If you do not have the consent then close out of the application form, obtain the applicants written consent before completing the application form.

Applicant Consent



The application form will then ask for confirmation of your consent. You will be required to actively confirm your consent and to input your name and email address.

You have selected to submit this application via eBulk therefore the application will be electronically uploaded to either the Disclosure and Barring Service or Disclosure Scotland dependent on the category of check being undertaken.

You are bound by our terms and conditions to ensure that you have written consent from the applicant. Once you have obtained consent please click "I Confirm" and continue with the application. If you do not have consent please click [Applicant Consent](#) for a sample document.

By clicking "I Confirm" you are agreeing the following;

That on this date the applicant:

- Gave consent for the application
- Represented his/her identity to be true
- Corroborated his/her identity to be true via documentation
- Gave a declaration about the information he/she provided

You also agree that you have written permission from the applicant to complete the application using their personal details.

A record of consent will be recorded electronically and retained for a period of 12 months, therefore, written consent should be retained by you for the same period of time. Please be advised that UK CRBS Ltd reserves the right to periodically request proof of consent.

All information requested is used solely for the purpose of producing a Disclosure and Barring Service or Disclosure Scotland certificate and is collected, stored and processed by UK CRBS Ltd and the Disclosure and Barring Service or Disclosure Scotland in accordance with the EU General Data Protection Regulation (GDPR). All personal information will be treated as confidential and we will not disclose it to any third party except: (i) with prior agreement; (ii) as necessary for providing our eBulk online disclosure service; or (iii) as required by law.

Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration*

Please confirm that the applicant has read the Standard / Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and that they understand how DBS will process their personal data and the options available to them for submitting an application.

Privacy Policy - DBS/DS online application declaration*

Please confirm that the applicant has read the ukcrbs Privacy Policy for applicants <https://form.crbs.info/TermsAndConditions/ApplicantPrivacyPolicy.pdf> and that the applicant understands how ukcrbs will process their personal data.

We are unable to process any application if you cannot confirm the applicants consent and that the applicant has read the Privacy policies

Application form

Applicant Details



Compulsory Fields are marked with an asterisk *

Complete each field with the Applicant’s personal details.

Standard / Enhanced (DBS) Check - Application Form

Applicant guidance ▼

Personal details

Address details

Identification

Declaration

Applicant Personal Details

Title: *

Gender: *

☐ Male

☐ Female

First Name: *

Middle Name(s):

Last Name / Family Name: *

Date Of Birth: *

Day

Month

Year

Telephone Number:

E-mail:

Please ensure you use the applicant’s full name, do not use an abbreviated version i.e. if they are known as Dave but their full name is David please ensure the full name is provided.

If the applicant has any middle names these MUST be included.

Place Of Birth

Town / City: *

Country: *

United Kingdom

Nationality at birth: *

The applicant’s Town and Country of Birth are required and their nationality at birth.

Standard / Enhanced (DBS) Check - Application Form

Applicant guidance ▼

Personal details

Address details

Identification

Declaration

Applicant Personal Details

Title: *

Mrs

Gender: *

☐ Male

☒ Female

First Name: *

Middle Name(s):

Last Name / Family Name: *

Surname At Birth: *

Used Until: *

Month

Year

Date Of Birth: *

Day

Month

Year

Telephone Number:

E-mail:

When you select a title from the drop down list, if the title indicates the applicant may have changed their name, i.e. Mrs, a new section will appear asking you to confirm the applicants surname at birth together with the month and year this name was used until.

If their surname has not actually changed please insert the same surname again and insert the date that the title changed i.e. from Miss to Mrs

Previous Names

Have you/the applicant ever been known by any other name? *

☐ Yes

☒ No

If the applicant has been known by any other names please select ‘Yes’ and type in the names and dates that they were known by that name.

If the applicant has not been known by any other names please leave this selected as **No** and continue to the next step

Application form

Applicant Details & Address Details

ukcrbs

Previous Names

Have you/the applicant ever been known by any other name? *

☒ Yes ☐ No

NOTE: Please ensure no gaps exist between the previous names' from / to dates.

NOTE: The fields below have been pre-filled with the details supplied in the surname at birth section, if you/the applicant have had any other previous names please add them now.

Previous Name:

Ann

Maiden

Date From:

January 1980

Date To:

January 2014

First & middle name(s)

Surname

Month

Year

Month

Year

+ Add additional name

If you have already completed the surname at birth in the personal details section this information will be automatically inserted into this section.

If you need to insert more previous names, click **Add additional name** and type in the details, continue to click 'Add additional name' until you have added all names ensuring there are no gaps in the dates. You will not be able to continue if there are gaps in the dates provided

Once completed click **Continue to Next Step**

Continue To Next Step →

Current Address

Lookup address

Postcode

Find UK Address

Address 1: *

Address 2:

Town / City: *

County: Please select...

Country: * United Kingdom

Postcode: *

At Address Since: *

Month

Year

You can use the lookup address by typing in the postcode of the applicant's address and click **Find UK Address**. A drop-down list of addresses for that postcode will then appear for you to select the address from. The data will then autofill on the form.

You can amend the information if the autofill is incorrect.

You can also type the information into the fields manually.

You will need to select the month and the year that the applicant moved to their current address.

If the applicant has not lived at their current address for 5 years or more a new section will appear for you to provide a full 5 year history.

Please note that if the current address covers 5 years you will be able to continue to the next step

Application form

Address History



Please note that if the current address covers 5 years this section will not appear

Previous Addresses

NOTE: Please provide details of your address history in the last 5 years, ensuring no gaps exist between the from / to dates.

Address summary	Date from	Date to
PROCIUS LTD, BASINGSTOKE, GB	Jan 2018	Present

Previous Address:

Lookup address

Postcode

Find UK Address

Date From: *

Month

Year

Date To: *

January

2018

Address 1: *

Address 2:

Town / City:

County:

Please select...

Country: *

United Kingdom

Postcode: *

Save Address

Delete Address

On the left-hand-side of the page you will see the current address and you will need to complete the previous address/s on the right-hand-side of the page.

Once the address details and dates have been input click the ‘Save address’ button and the address will move to the summary on the left of the page. Continue to add the addresses until you have covered a full 5 year period

Previous Addresses

NOTE: Please provide details of your address history in the last 5 years, ensuring no gaps exist between the from / to dates.

Address summary	Date from	Date to	
Overseas, Perth, AU	Jan 2000	Jan 2016	
UK C R B S, ST NEOTS, GB	Jan 2016	Jan 2019	
PROCIUS LTD, BASINGSTOKE, GB	Jan 2019	Present	

You are able to edit or delete any addresses by clicking the relevant icon.

If you click edit the address will move back to the section on the right and will only update once you click **Save address**

Please ensure there are no gaps in the dates. You will not be able to continue if there are gaps in the dates provided and a warning will appear at the top of the page;

Please check that there are no gaps in the previous address history.

Once completed click **Continue to Next Step**

Continue To Next Step ➔

Application form

Identity

ukcrbs

The DBS require details of certain documents if the applicant has them. These are;

- Valid UK National Insurance Number
- Passport and;
- Valid UK Driving Licence

By ticking the relevant option you are confirming the applicant has the document and you will then be required to provide the details

Identity

- ☐ Does the applicant hold a valid **UK** national insurance (NI) number?
- ☐ Does the applicant hold a valid passport?
- ☐ Does the applicant hold a valid **UK** driving licence?

NI Information

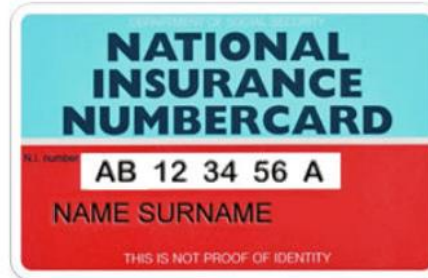
NI Number: *

Insert the national insurance number into the boxes. The NI number is made up of two letters, six numbers and a single letter. If certain details are input incorrectly the system will highlight this for you and you will not be able to continue until this is corrected.

NI Number: *

The second box for the National Insurance number must contain two numbers.

Identification - help



Using the above example of a National Insurance (NI) number, this number would be entered into the 5 boxes as follows:

Box Number: 1 2 3 4 5

NI Number:

Are you able to provide the passport information? * ☐ Yes ☒ No

Please state the reason why you are not able to provide the passport information: *

If you are unable to provide the passport details change the option to **No**. You will need to confirm the reason you are unable to provide the details. For example, if your passport is with the Home Office, this is acceptable. If you have lost your passport this is not acceptable, you should report the passport as stolen and un-tick the option to confirm you do not hold a valid passport

Application form

Identity



Passport Information

Are you able to provide the passport information? *

☒ Yes ☐ No

Date Of Birth: *

Day

Month

Year

Passport Issue Date: *

Day

Month

Year

Passport Nationality: *

Passport Country: *

United Kingdom

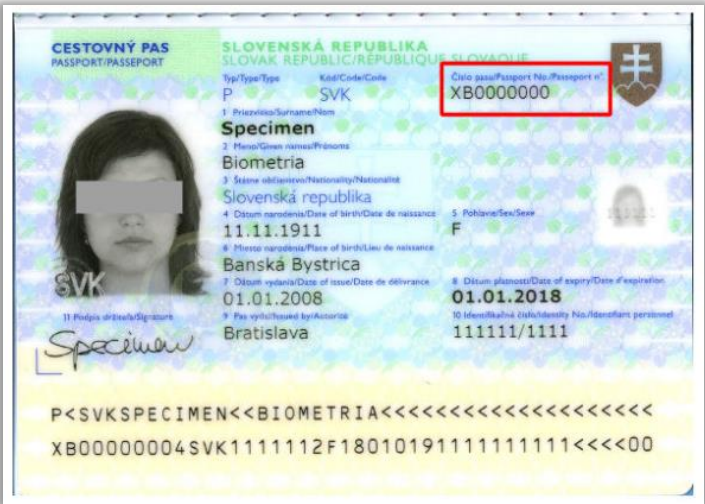
Passport Number: *

If available insert the passport details

When you insert the date of birth the system will check that it matches the date input on the personal details page and will highlight in red if it does not match.

The passport must be in date to be a valid document, when you insert the issue date the system will check that the document is still valid and will highlight in red if the passport is out of date.

If you are inputting a UK issued passport the system will check the passport number only contains numbers and that the number of characters is correct.



Passport Information

Are you able to provide the passport information? *

☒ Yes ☐ No

Date Of Birth: *

1

January

1980

Passport Issue Date: *

9

January

2006

The passport issue date cannot be older than 10 years and 9 months as the passport would be out of date.

Passport Nationality: *

BRITISH

Passport Country: *

United Kingdom

Passport Number: *

123456789

Application form

Identity

ukcrbs

Driving Licence Information

Are you able to provide the driving licence information? * ☐ Yes ☒ No

Please state the reason why you are not able to provide the driving licence information: *

Driving Licence Information

Are you able to provide the driving licence information? * ☒ Yes ☐ No

Date Of Birth: * Day Month Year

Licence Valid From: * Day Month Year

Licence Type: * ☐ Paper ☐ Photocard

Country Of Issue: * ☐ United Kingdom ☐ Northern Ireland

If you are unable to provide the driving licence details change the option to **No**. You will need to confirm the reason the applicant is unable to provide the details. For example, if the licence is with the DVLA, this is acceptable. If the applicant has lost their licence this is not acceptable, you should report it as stolen and un-tick the option to confirm you do not hold a valid UK issued Driving Licence

Insert the driving licence details

When you insert the date of birth the system will check that it matches the date input on the personal details page and will highlight in red if it does not match.

Country Of Issue: * ☐ United Kingdom ☒ Northern Ireland

Licence Number: *

You will need to select if the licence is UK or Northern Ireland issued. The driving licence details are different depending on where it is issued. A Northern Ireland issued licence number can be found at section 5 on the licence.

Country Of Issue: * ☒ United Kingdom ☐ Northern Ireland

Licence Number: *

The UK issued driving licence contains validation data on your surname, gender, date of birth and forename/s initials. The application form will verify the licence details against the details input on the personal details section.

Examples of the most common driving licence issues are shown below;

Country Of Issue: * ☒ United Kingdom ☐ Northern Ireland

Licence Number: * TEST9

The detail provided does not match the current surname which has been input on the personal details section.

Country Of Issue: * ☒ United Kingdom ☐ Northern Ireland

Licence Number: * SURNA 801010

The details provided does not match the gender which has been selected on the personal details section.

Country Of Issue: * ☒ United Kingdom ☐ Northern Ireland

Licence Number: * SURNA 851015

The detail provided does not match the date of birth which has been input on the personal details section.

Country Of Issue: * ☒ United Kingdom ☐ Northern Ireland

Licence Number: * SURNA 851010 AM9ZR

The detail provided does not match the forename/middlename input on the personal details section.

Once completed click **Continue to next step**

Continue To Next Step →

Application form

Declaration



You are required to declare if the applicant has any convictions, cautions, reprimands or final warning. If you select **Yes** you will not be asked to enter any further details.

Declaration

*** Does the applicant have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?**

☐ Yes ☐ No

We would recommend that you discuss any convictions, cautions, reprimands or warnings with your applicant. Having a criminal record does not necessarily mean you will be able to refuse a position. Any criminal record would need to be relevant to the role for you to refuse the applicant employment.

Consent to obtain e-Bulk standard/enhanced check electronic result

***Please confirm that you have the applicant's consent to the DBS providing an electronic result directly to the registered body that has submitted the application and that they understand an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.**

☐ Yes ☐ No

For further information on the DBS Filtering Guide please [click here](#)

You are required to confirm that you have the applicant's consent for an electronic result to be sent to ukcrbs and to you the employer/prospective employer. The result will indicate that the certificate contains NO information or that the certificate DOES contain information. If the certificate contains information the applicant will be required to provide a copy of the paper certificate to you.

A paper certificate will always be sent directly to the applicant at their home address.

If you do not confirm the applicants consent we are unable to process a DBS check for you

Please note – If the applicant is completing the form via the generic link for an individual link this is the last section that they will complete unless your organisation utilises digital verification. If you are completing the form on behalf of the applicant, digital verification does not apply and you can skip to the ID verification pages. Only ID Checkers or Company Admins have access to verify and authorise an application form

Application form – Digital verification



If digital verification has been completed by the applicant you will see the following page,

Digital ID Verification

You have been asked to do a Digital Identity Verification. This will be done with an external provider, but first we need to ask you a few questions to confirm you are eligible. Please complete the below questions.

Are you a United Kingdom (UK) Citizen? *

☒ Yes ☐ No

Do you hold a valid passport? *

☒ Yes ☐ No

Do you hold a UK valid Photocard driving licence (full or provisional)? *

☐ Yes ☒ No

The Driving Licence details have not been provided on the 'identification' page of this application form. If you have this document, please go back, and provide the details before continuing.

Do you hold a valid Photocard driving licence (full or provisional) from a non-UK country? *

☐ Yes ☒ No

You will also be required to provide a document confirming your current address. Proof of address can be any Bank, Utility, Insurance or Tax document that was issued within the last 3 months and displays the date of issues, your name and current address.

Application form – Digital verification



If the applicant has passed digital verification you will see confirmation of this at the bottom of the page together with a document download which contains details of the digital verification check, including the liveness check photo, and copies of the photographic identity documents used by the applicant.

As part of the checks we are undertaking, we are required to carry out a Digital verification check via our third-party supplier.

Please read and tick the processing notice below to confirm you understand how your data will be processed.

- ☒ I consent to having the information provided in this application shared with HooYu Ltd whose principal place of business is Fora, 180 Borough High Street, London, SE1 1LB for the purpose of having a Digital Verification check performed on me.
- ☒ I also consent to having any images supplied to HooYu via this process to be transferred back to Mitie (Test account only).

Digital Identity Verification has been COMPLETED

Verification Details

Completed?	Yes
Result	PASS
Score	94.9
Confidence profile	H2A
Summary details	View / download document

Once you have viewed the documents if you need to please continue to the next step.

You can skip to the sign off section of this guide.

Application form – Digital verification



If the applicant has failed digital verification the applicant will need to provide you with their original documents and you will need to complete a manual verification of their identity. The ID Verification page will state that the applicant has failed and will ask you to confirm which identification documents you have seen to verify their identity. Please follow the steps under ID Verification in this guide.

ID Verification

This applicant has failed to complete the Digital Verification route in time, A manual verification is required, please answer the below question and then continue to confirm what identity documents you have seen to verify the applicant's identity, this is the same as the manual route that you would have completed prior to the introduction of digital verification.

Have you seen a document from Group 1 (as below)? *

☐ Yes ☐ No

Group 1 - Primary Identity documents

- | | |
|---|---|
| ☐ Passport - any current and valid | ☐ Photocard Driving Licence - UK and Northern Ireland (full or provisional) |
| ☐ Birth Certificate (issued within 12 months of Birth) - UK, Isle of Man and Channel Islands | ☐ Adoption Certificate - UK and Channel Islands |
| ☐ Photocard Driving Licence - Isle of Man, Channel Islands (full or provisional) | ☐ Current Biometric Residence Permit (UK) |
| ☐ E-Visa - Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK) | ☐ Application Registration Card (ARC) - Issued by the Home Office. Must be checked against the Home Office Employer Checking Service |

Application form

ID Verification



This section will ask you to confirm which identity documents you have seen to confirm the applicant’s identity, there are different routes which you have to follow depending on the documents you have seen. For more detailed guidance on the ID documents that can be used and the different routes which you are required to follow please see the separate document – **ID Checking Guidance v.3 August 2025**

To assist you in following the ID Checking routes the application form will guide you through by asking specific questions and providing options based on your answers.

ID Verification

Route 1;

ID Verification

Have you seen a document from Group 1 (as below)? *

☒ Yes ☐ No

NOTE: This application can be processed as a route 1 application, this requires that 2 further documents from Group 1, 2a and 2b are provided, these are in addition to the group 1 document you have already seen. The combination of documents presented must confirm the applicant's name and date of birth.

Group 1 - Primary Identity documents

☐ Biometric Residence Permit (UK), A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa

☐ Photocard Driving Licence - UK and Northern Ireland (full or provisional)

☐ Birth Certificate - issued at time of birth, UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document

☐ E-Visa - Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)

☐ Current Valid Passport

☐ Photocard Driving Licence - Isle of Man, Channel Islands (full or provisional)

☐ Adoption Certificate - UK and Channel Islands

☐ Application Registration Card (ARC) - Issued by the Home Office. Must be checked against the Home Office Employer Checking Service

If you select Yes to providing a Group 1 document the application will follow Route 1 and you will need to provide 3 documents in total, 1 from Group 1 and a further 2 documents from any of the Groups

Route 2; External Validation

If you select No to providing a Group 1 document you will be asked if you have seen a document from Group 2a

Have you seen a document from Group 2a (as below)? *

☒ Yes ☐ No

NOTE: This application can be processed as a route 2 application, this requires that 2 further documents from Group 2a or 2b must be provided. Please note, this is in addition to the group 2a document that you have already seen. The combination of documents presented must confirm the applicant's name and date of birth.

IMPORTANT: Due to new government legislation this applicant must be processed by an external ID validation check, this will be processed automatically, and you will be contacted once completed.

Group 2a - Trusted Government documents

☐ Current Photocard Driving Licence - All Countries outside the UK (excluding Isle of Man and Channel Islands) (full or provisional)

☐ Current driving licence paper version (issued before 1998) (full or provisional) - UK, Northern Ireland

☐ Current driving licence paper version (issued before March 2000 and all information, including name and address, must be up to date) (full or provisional) - Isle of Man, Channel Islands

☐ Marriage / Civil Partnership Certificate (UK and Channel Islands)

☐ HM Forces ID Card or HM Armed Forces Veteran Card (UK)

☐ Birth Certificate (UK, Isle of Man and Channel Islands) - issued after time of birth

☐ Immigration document, visa or work permit - Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based

☐ Fire Arms Licence - UK, Channel Islands and Isle of Man

If you select Yes to providing a Group 2a document the application will follow Route 2, you will need to provide 3 documents in total, 1 from Group 2a and a further 2 documents from either Group 2a or 2b.

The application will need to go to External Validation, once you have confirmed which documents you have seen please click Submit and Continue

Application form

ID Verification



Route 2; External Validation

Saved for route 2 external validation

Due to new government legislation this applicant will now be processed by an external ID validation check, this will be processed automatically, and you will be contacted once completed. Please return to 'Home'.

Once the External Validation has been completed you will be notified via email. The application will either be successful or will fail. Once you have received the notification you will need to log back in to the online system where you will be able to continue with the application. Please note if the external validation fails you will need to follow Route 3.

If the external validation is successful the application will sit 'awaiting authorisation' to be completed

Route 3;

If you select No to seeing a Group 2a document, this application will follow Route 3

You will need to confirm if you have seen a valid birth certificate

Have you seen a valid birth certificate? *

☒ Yes ☐ No

IMPORTANT: Before proceeding with the application as a route 3 application, you must have fully explored with the applicant why their identity has not been successfully validated via routes 1 or 2. To do this, you should hold a discussion with the applicant about the likely reasons why their application has not been validated **before** considering route 3.

To use Route 3 the applicant **must** provide a Birth Certificate. A certified copy of the birth certificate can be through the General Register Office website. To visit the website, click [here](#).

NOTE: This application can be processed as a route 3 application, this requires that 1 further document from Group 2a, and 3 further documents from Group 2b are provided. Please note, this is in addition to the birth certificate that you have already seen. The combination of documents presented must confirm the applicant's name and date of birth.

To follow Route 3 you MUST see a Birth Certificate, it may be that the applicant will need to apply for a certified copy of their birth certificate from the General Registry Office, this may mean a delay before you can complete the application. You will need to see 5 documents in total, 2 from Group 2a (the birth certificate plus 1 other) and 3 further documents from either Group 2a or 2b

If you are unable to see a Birth Certificate select **No**

Have you seen a valid birth certificate? *

☐ Yes ☒ No

IMPORTANT: Before proceeding with the application as a route 3 application, you must have fully explored with the applicant why their identity has not been successfully validated via routes 1 or 2. To do this, you should hold a discussion with the applicant about the likely reasons why their application has not been validated **before** considering route 3.

To use Route 3 the applicant **must** provide a Birth Certificate. A certified copy of the birth certificate can be through the General Register Office website. To visit the website, click [here](#).

IMPORTANT: Sorry you are unable to complete a Disclosure application online, Please 'Save and Close' and call us on 01256 487889 to discuss your options.

This application cannot be processed online, you will need to request a paper application form on which you will confirm you have been unable to establish the identity of the applicant. The DBS will then contact the applicant and arrange for them to attend their local police station to have their fingerprints taken

Application form

ID Verification & Sign Off



If you have followed any Route other than Route 2 you are required to verify the details of the applicant by looking at the documents and confirming the details on the application form match the details of the documents you have seen. Please check the details and tick the relevant boxes, the minimum requirement will be for you to verify the applicants name, date of birth and address. You will also be required to confirm that you are not checking your own identity

Please confirm the below information is correct:

Correct

☐ Applicant's Name - **MISS TEST TEST**

☐ Applicant's Date Of Birth - **1/2/1980**

☐ Applicant's Address - **UK C R B S SUITE 2 ST NEOTS PE19 1AW GB**

☐ Applicant's National Insurance Number - **AB123456C**

☐ Applicant's Passport Number - **123456789**

☐ Applicant's Driving Licence Number - **TEST9852010T99ZR**

☐ I confirm that I am not checking my own identity -

If the application followed Route 2 and was successful, the following message will appear and you do not need to verify as above.

☒ **NOTE:** External validation was carried out on the applicant and was successful in confirming their identity

You are required to give details of the job role, workforce and barred list checks required. The job role needs to indicate the part of the role that makes the applicant legally eligible for a DBS check.

Firstly you are required to either input the job title, depending on your organisations set up you may have a list of job roles to select from

Please provide the applicant's job title including their place of work, e.g. 'School Cleaner': *

Job roles:

Please choose...

- Carer
- FSA Accountant
- Hospital Cleaner
- Teacher
- Test Barred Lists
- test length of job role

If you are selecting a role from a list the level of check, workforce and barred lists may be pre-selected for you.

If the workforce is not pre-selected you will be required to select it from the drop-down list. This is the vulnerable group or groups that the applicant will be working with, e.g. a teacher in a school would be 'Child Workforce'

This applicant will be working with: *

Please choose...

- Please choose...
- Adult Workforce
- Child Workforce
- Child and Adult Workforce
- Other Workforce

This applicant will be working with: *

Application form

Sign Off



Next you are required to confirm the reason for the DBS Check;

Reason for DBS check: *

☒ New Post Holder

☐ Existing Post Holder

☐ Existing Post Holder Being Re-Checked

New Post Holder = A new prospective employee

Existing Post Holder = An existing member of staff moving to a new role

Existing Post Holder Being Re-Checked = An existing member of staff who needs their DBS Check re-newed

If the level of check is not pre-selected you will be required to select the level of check required.

Application Type

Please select the type of DBS check the applicant requires: *

☒ Standard ☐ Enhanced

Enhanced checks are usually required for roles involving regulated activity i.e. School Teachers, Healthcare workers. Standard checks are suitable for roles usually within a regulated establishment but not regulated activity i.e. receptionist in GP surgery or a cleaner in a hospital

If not pre-selected and if the position involves direct contact with vulnerable groups and is classed as regulated activity select the additional option/s that apply, e.g. A School Teacher job role would involve direct contact with Children. By selecting these option you are instigating further checks on individuals who are barred from working with vulnerable groups

Safeguarding Checks

Job role involves working in direct contact with:

- ☐ Children (e.g. school teacher)
- ☐ Adults (e.g. carehome carer)
- ☐ Children or adults at the **applicant's** home address (e.g. foster carer)

If you select that the job role involves working from the applicant's home address you will be required to re-confirm this. A pop up will appear showing you the applicant's home address asking you to confirm that this is where the job role is based. You will need to tick the box to confirm, if left un-ticked the option will be de-selected

Current address confirmation

Address 1: UK C R B S

Address 2: SUITE 2

Town / City: ST NEOTS

Country: UNITED KINGDOM

County:

Postcode: PE19 1AW

I confirm the applicant will be working from this address: * ☐

OK Cancel

Application form

Sign Off

ukcrbs

Enhanced Check Option

The DBS Adult First Check is only available for Care Homes and Care Agencies. There is also an additional charge for this service, if you select this option a pop up will confirm the charge

Enhanced Check Option

☐ DBS Adult First Check



Sorry

Please note a 'DBS Adult First Check' is only available for Care Homes and Care Agencies. An additional £8.40 charge will be applied if requested.

OK

Volunteers

When you select that an applicant is a volunteer you must confirm a number of points

Volunteers

☒ Applicant is a volunteer

Is the applicant in receipt of any payment? (travel or other approved out of pocket expenses are excluded)

☐ Yes ☐ No

Is the applicant on a placement / work experience?

☐ Yes ☐ No

Is the applicant on a course that requires them to undertake this job role?

☐ Yes ☐ No

If the answer to any of these questions is Yes, the applicant is not classed a volunteer by the DBS and the volunteer selection will be removed

Sign Off

Sign Off

☐ Please confirm the information you have provided is complete and true information. Knowingly making a false statement is a criminal offence

☐ I understand that any errors with the applicant's personal details may produce an inaccurate disclosure certificate and therefore require another application to be submitted. If errors are found after submission to the DBS the disclosure will still be charged at the full cost.

Authoriser's Name: **Lisa_1**

PO Number (if applicable / required)

[← Return To Previous Step](#)

[Save and Close](#) [Submit](#)

You must confirm your agreement to the two statements

If your organisation does not use Purchase Order Numbers then this box can be left blank

When completed click the Submit button. Depending on your organisations payment type you will either be directed back to the homepage of your account where you will see a confirmation message at the top of the page.

ukcrbs Currently managing: All

[Dashboard](#) [Search applications](#) [Manage applications](#) [Manage organisation](#) [Reporting](#)

Completed: The application has been successfully saved and ready to be progressed by UKCRBs and DBS

Alternatively you may be directed to make payment by credit or debit card

Application form

Payment

ukcrbs

If you are required to make payment for your application you will be directed to a Barclaycard payment system where your card details can be taken. You will see the total due to be paid with a breakdown of the costs.

You will firstly need to select which type of card you will be using.

Process payment
Please check the details of the transaction below before pressing the 'Process Payment' button.

☐  ☐  ☐  ☒ 

Item	Number of items	Cost	Vat	Total
Disclosure charge	1	£0.00	£0.00	£0.00
Administration fee	1	£10.00	£2.00	£12.00
				£12.00

Process Payment

Once you have selected the card type click the **Process Payment** button, you will then be directed to the Barclaycard payment system, here you will need to again confirm the card type you will be using by clicking on the symbol for that card type.

Payment confirmation

Order reference : DBS_960269_20200907144540
Total charge : 12.00 GBP
Beneficiary : UK Crbs Ltd

Card : SSL secured transaction

Please select a payment method by clicking on the logo.

Can I actually pay with my Maestro card?

Verified by   

POWERED BY 

Cancel

On this page input your payment card details and click **Yes, I confirm my payment** if successful you will be re-directed to ukcrbs and you will see a confirmation screen showing that your application has been submitted successfully.

Payment confirmation

Order reference : DBS_960269_20200907144540
Total charge : 12.00 GBP
Beneficiary : UK Crbs Ltd

Pay with : 

Cardholder's name* :

Card number* :

Expiry date (mm/yyyy)* :

Card verification code* : [What is this?](#)

* Mandatory fields

Yes, I confirm my payment

Verified by  POWERED BY 

Back Cancel

If your payment is unsuccessful or you close out of the payment screen your application will not be processed.

If the payment failed you can return to the payment page and go through and try making payment again.

Payment failed

We have been unable to process your payment, please try again or contact our customer support team on [01256 487 889](tel:01256 487 889).

[Click here to return to the payment page](#)

Once payment is processed successfully you will be returned to the homepage of your account where you will see a confirmation message at the top of the page

Completed: The application has been successfully saved and ready to be progressed by UKCRBs and DBS

If you need any further advice or guidance please contact the Disclosures Team who will be happy to help

T - 01256 487 889

E - disclosures@mitie.com