



# **Applicant User Guide**

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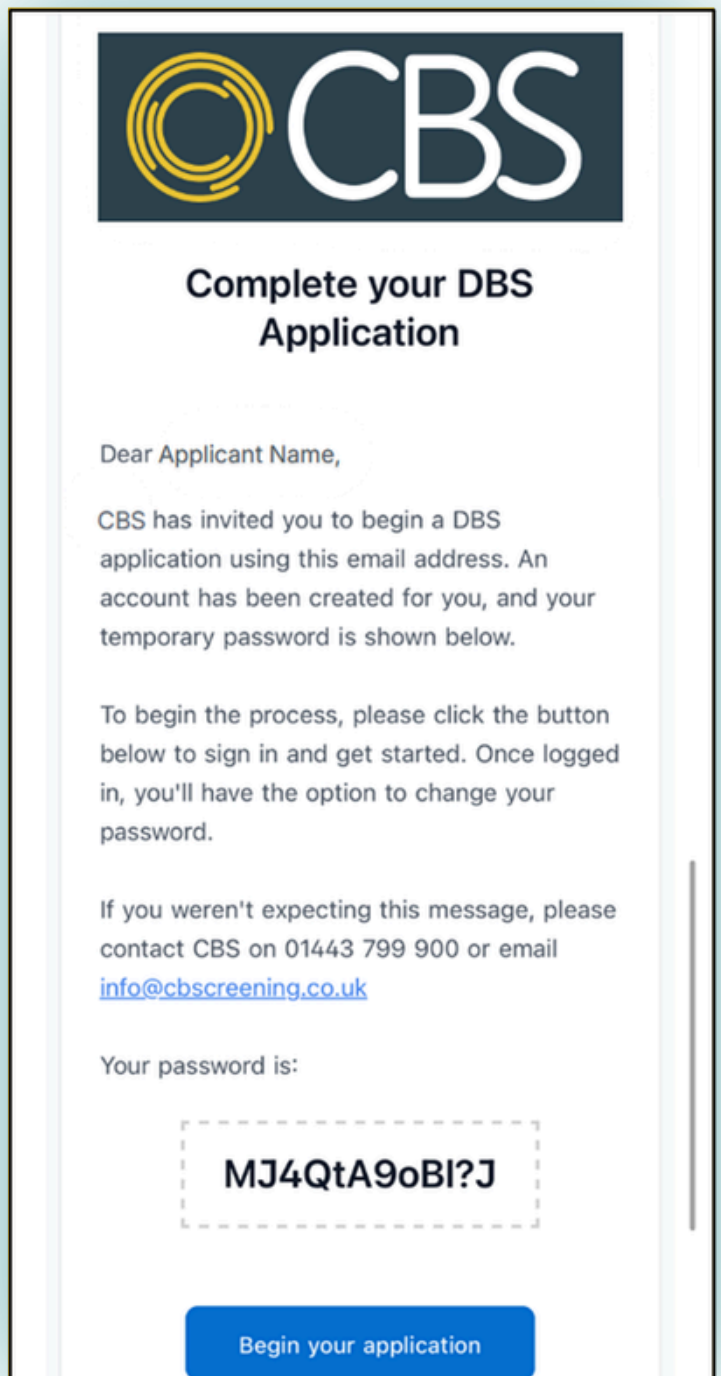
# Accessing Your Application

You will receive an email invitation to access and complete your application.

If you cannot find the email, please check your junk/spam folder.

The invitation email will include:

- The name of the organisation requesting your check
- A temporary password to access your application
- A link directing you to the application login page



# Logging In

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To log in, you will need:

## Email Address

Enter the email address the invitation was sent to

## Temporary Password

Copy and paste the temporary password from your email

Once entered, click 'Continue'.

### Your DBS Application

Before you begin, we need to confirm some details. If you've already started an application, we'll take you back to it. If not, we'll create a **secure account** for you now.

Email address \*

Password \*

For additional security we may send you a one time passcode.

[Continue](#)

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Problems getting started? [Get help](#)



# One-time Passcode

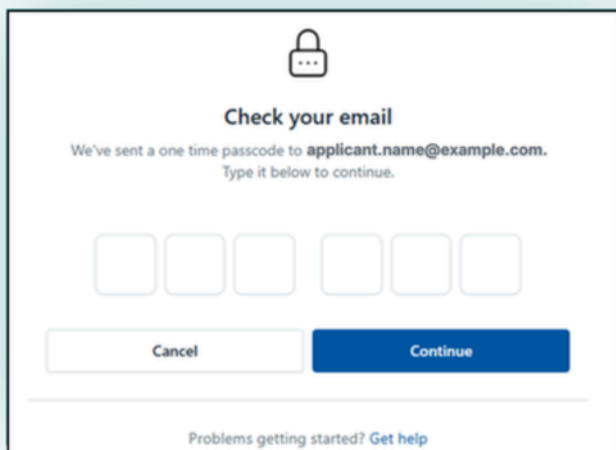
For additional security, you will be required to enter a one-time passcode to access your application.

A 6-digit code will be sent to your registered email address, however, it will expire after 15 minutes.

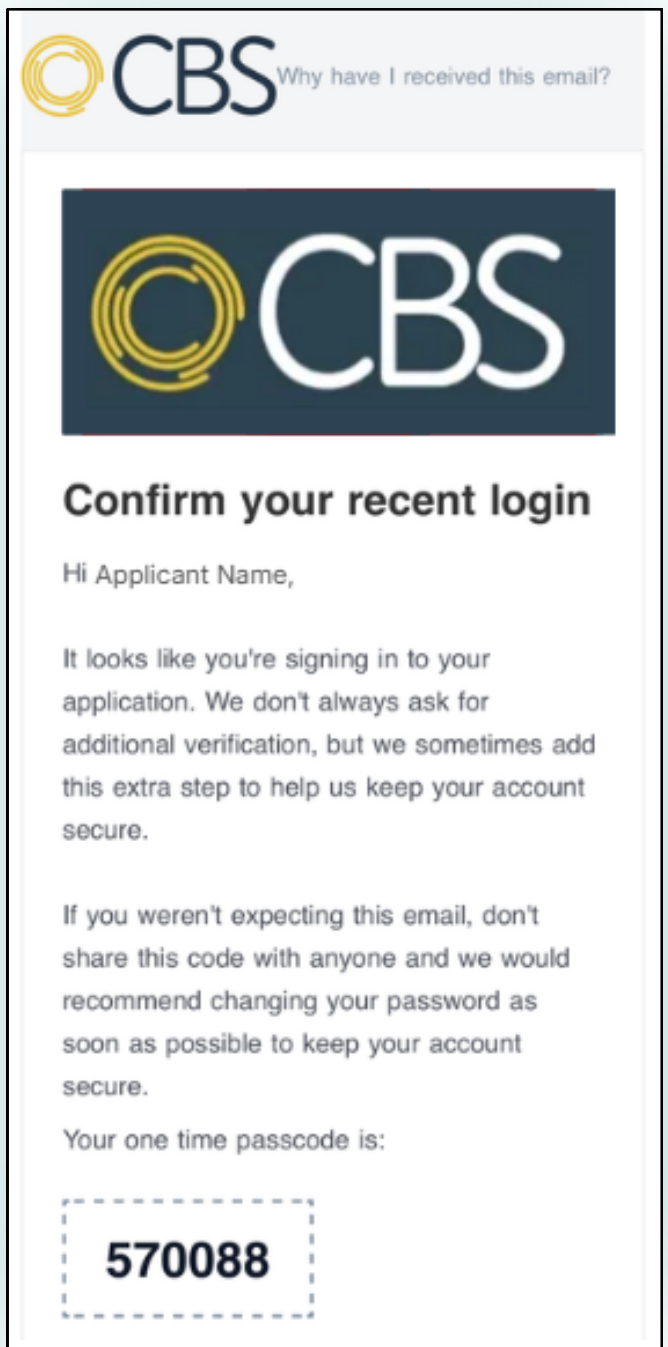
Please allow a few minutes for the email to arrive. If you do not receive the code, check your junk/spam folder before requesting a new one.

If you have previously marked an email from us as spam, our system may no longer be able to send emails to your inbox.

To resolve this, you will need to locate the original email and mark it as 'Not Spam' or 'Not Junk'.



The screenshot shows a mobile app interface for checking email. At the top is a lock icon. Below it, the text reads: "Check your email", "We've sent a one time passcode to applicant.name@example.com.", and "Type it below to continue." There are six empty square input boxes for the passcode. Below the boxes are two buttons: "Cancel" and "Continue". At the bottom, there is a link: "Problems getting started? Get help".



The screenshot shows an email from CBS. The header includes the CBS logo and the text "Why have I received this email?". The main body of the email features the CBS logo and the heading "Confirm your recent login". The text reads: "Hi Applicant Name," followed by "It looks like you're signing in to your application. We don't always ask for additional verification, but we sometimes add this extra step to help us keep your account secure." Below this, it says: "If you weren't expecting this email, don't share this code with anyone and we would recommend changing your password as soon as possible to keep your account secure." The one-time passcode is displayed in a dashed box: "570088".

## Enter Your Passcode

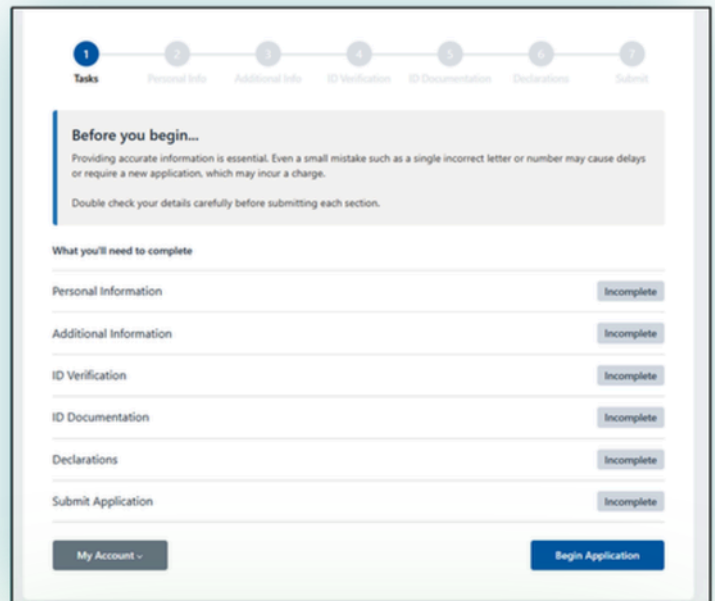
Enter the 6-digit code sent to your registered email address into the required fields on the application screen.



# The Application Form

Once logged in, you will be taken to your application dashboard, where you can access and complete each section of your application form.

As each section is completed, its status will automatically update from “Incomplete” to “Complete”. You must complete all required sections before you can submit your application.



The screenshot shows a dashboard with a progress bar at the top indicating seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification, 5. ID Documentation, 6. Declarations, and 7. Submit. Below the progress bar, there is a section titled "Before you begin..." with instructions: "Providing accurate information is essential. Even a small mistake such as a single incorrect letter or number may cause delays or require a new application, which may incur a charge. Double check your details carefully before submitting each section." Below this, a table lists the sections and their status:

| What you'll need to complete |            |
|------------------------------|------------|
| Personal Information         | Incomplete |
| Additional Information       | Incomplete |
| ID Verification              | Incomplete |
| ID Documentation             | Incomplete |
| Declarations                 | Incomplete |
| Submit Application           | Incomplete |

At the bottom, there are two buttons: "My Account" and "Begin Application".

**On the dashboard, you will be able to view:**

**Application Sections** – All sections of your application form

**Section Status** – Displays whether a section is Incomplete or Complete

**My Account** – Access your account details, password settings, and logout option

**Begin Application** – Start or continue your application



# Personal Information

In this section, you will be asked to provide your language preference, personal details and address details.

## Language Preference

Select 'English' if you wish to continue your application online.

## Full Legal Name

You must enter your full legal name exactly as it appears on your official documents. If the names do not match, this may cause an error later in your application. If you have more than one middle name, you can add additional names where required.

## Date of Birth

Once entered, the date and your age will automatically display below this field.

## Gender

If you select 'Other', additional information is provided for you to review before continuing.

## Telephone Number

The telephone number provided will be used for communication regarding your application.

The screenshot shows the 'Personal Info' step of a 7-step application process. The 'Language Preference' section has 'English' selected. The 'Important Information' box states that the online application is only in English and provides instructions for Welsh applications. The 'Your Information' section includes fields for Title, Forename, Middle name(s), and Surname, with an 'Add Another' button for multiple middle names. The 'Date of birth' and 'Gender' fields are present, with 'Other' selected for gender. Below this, another 'Important Information' box provides contact details for the DBS Sensitive Applications Team. The 'Telephone Number' field is at the bottom, with 'UK' selected for the country code.

1 2 3 4 5 6 7  
Tasks Personal Info Additional Info ID Verification ID Documentation Declarations Submit

**Language Preference**

Please choose what language you'd like your application correspondence to be in? \*

English Welsh

**Important Information**

Currently, the online application can only be completed in English because the DBS systems responsible for processing and verification do not support applications submitted in Welsh.

If you wish to complete your application in Welsh, you will need to use a paper-based process instead. This allows your application to be handled correctly in Welsh but will take longer to process.

For further information on applying in Welsh, email our team [info@cbscreening.co.uk](mailto:info@cbscreening.co.uk) using reference #CB-P6-A1590.

**Your Information**

Title \* Forename \*

Middle name(s) + Add Another

If you have multiple middle names use the + Add Another button.

Surname \*

Date of birth \* Gender \*

Male Female Other

You were born on \_\_\_\_\_ and you are currently \_\_\_\_\_ years old.

**Important Information**

For DBS purposes, please select the gender that matches the identity documents you will be using for this check.

If you have a previous identity or gender that you do not wish to be disclosed to your employer or shown on your DBS certificate, you can contact the DBS Sensitive Applications Team before continuing. They are experienced in handling confidential cases and can advise you on the process.

Contact details:  
Telephone: 0300 331 2784  
Email: [sensitive@dbis.gov.uk](mailto:sensitive@dbis.gov.uk)  
(The phone line includes an out-of-hours voicemail service where you can request a call back.)

If you are comfortable for your previous identity to appear on your DBS certificate, you can simply include this under the 'Additional Info' section later in the application. If you choose to contact the Sensitive Applications Team, the application process remains the same and you can continue completing this form as usual.

Telephone Number \*

UK

This appears to be a valid mobile number in UK and will be stored as +\_\_\_\_\_.



# Personal Information

You will need to enter your current address details and, if required, any previous addresses.

## Country

This will automatically default to 'United Kingdom'. Please amend this if it is not correct.

## Move-In Date

Enter the date you moved to your current address.

## Address Search

Begin typing the first line of your address into the address field. A list of matching addresses will appear. Select the correct address from the list to auto-fill the remaining fields.

## Additional Address History

If more address history is required, a message will appear and additional fields will be displayed for you to enter previous addresses.

The screenshot displays a web form for entering address information. It is divided into two main sections: 'Current Address' and 'Previous Address Required'.

**Current Address Section:**

- Country:** A dropdown menu with 'United Kingdom' selected.
- Address Line 1:** A text input field containing '10 High Street, Anyt'. Below it, a suggestion box shows '10 High Street, Anytown CF45 0AB'.
- Town / City:**, **County:**, and **Postcode:** Three separate input fields.
- Date you moved into this address:** Two dropdown menus for 'Month' and 'Year'.

**Previous Address Required Section:**

This section is highlighted with a blue border and contains the following text:

**Previous Address Required**

To complete your application, we must collect at least 5 years of continuous address history. Please continue adding your previous addresses below.

We still need 4 years and 11 months of address history.

**Form Fields for Previous Address:**

- Country:** A dropdown menu with 'United Kingdom' selected.
- Address Line 1:** A text input field containing '4 Harcourt Road'.
- Address Line 2:** An empty text input field.
- Town / City:**, **County:**, and **Postcode:** Three separate input fields. The values are 'Mountain Ash', 'Rhondâ Cynon Taf', and 'CF45 3PY' respectively.
- Date you moved into this address:** Two dropdown menus for 'Month' and 'Year'. The values are 'June' and '1999' respectively.

At the bottom of the form, there are two buttons: 'Back' and 'Save & Continue'.



# Additional Information

In this section, you will be asked to provide information about any previous names, along with your place of birth and nationality at birth.

## If You Have Previous Names

If you have been known by another surname or forename, select 'Yes' when prompted. A field will then appear for you to enter your previous name(s).

You will also be asked to provide the year you used the name(s) until.

If you have more than one previous name, you can add more by clicking 'Add Previous Surname / Forename'.

## If You Do Not Have Previous Names

If you have not been known by any other names, select 'No'.

An additional question will appear asking you to confirm that you have had the same surname since birth. You must select 'Yes' to continue. If you select 'No' for each question, an error message will appear.

## Place of Birth

You also need to add information regarding your Place of Birth to complete this section.

This screenshot shows the 'Additional Info' section of a form. It contains two main questions: 'Have you ever been known by any other surnames?' and 'Have you ever been known by any other forenames?'. Each question has 'No' and 'Yes' radio button options. Below each question, there is a text area for providing details and a '+ Add Previous Surname' or '+ Add Previous Forename' button.

This screenshot shows the 'Additional Info' section with a progress bar at the top indicating steps 1 through 7. The questions include 'Have you ever been known by any other surnames?', 'Have you used the same surname since birth?', and 'Have you ever been known by any other forenames?'. Each question has 'No' and 'Yes' radio button options.

This screenshot shows an error message: 'Check these fields before continuing...'. The message states: 'If you have had a different surname at any point in your life you must provide it. Change your answer to yes to one of these questions.' Below the message, the 'Additional Info' section is visible with the 'No' radio button selected for the question 'Have you ever been known by any other surnames?'.

This screenshot shows the 'Place of Birth' section. It includes a dropdown menu for 'Country of birth' (currently showing 'United Kingdom'), text input fields for 'Town / City of birth' and 'County / State of birth', and a text input field for 'Nationality at birth'. At the bottom, there are 'Back' and 'Save & Continue' buttons.



# Right to Work

In this section, you'll be asked about your right to work in the UK. Please answer each question accurately. Your answers will determine which right to work verification route is available to you and what information or documents you need to provide as part of your application.

You'll first be asked if you have the right to work in the UK. Select 'Yes' to answer follow-up questions, or 'No' to continue to ID Verification.

The screenshot shows a progress bar at the top with seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. Right to Work (highlighted), 5. ID Verification, 6. ID Documentation, and 7. Declarations. Below the progress bar, the question "Do you have a right to work in the UK? \*" is displayed with "No" and "Yes" radio button options. At the bottom, there are "Back" and "Save & Continue" buttons.

## UK or Irish Passport

The quickest option is to verify your right to work using Digital ID. If you select this option, you will be automatically guided to the digital identity verification route in the next section of your application. This allows your identity and right to work to be verified at the same time. Alternatively, if you prefer not to use Digital ID, you can provide documents instead.

This screenshot shows the same progress bar as the previous one. Below the progress bar, there are three questions, each with "No" and "Yes" radio button options: "Do you have a right to work in the UK? \*", "Do you have a valid UK Passport, Irish Passport or Irish Passport Card? \*", and "Are you happy to complete your Right to Work online? \*". A note under the third question states: "You'll use your phone to verify your identity by scanning your passport and completing a quick face scan." At the bottom, there are "Back" and "Save & Continue" buttons.

The screenshot shows a progress bar with eight steps: 2. Personal Info, 3. Additional Info, 4. Right to Work, 5. ID Verification (highlighted), 6. ID Documentation, 7. Declarations, and 8. Submit. The main heading is "Verify Your Identity and Right to Work". Below it, a paragraph states: "Before your DBS application can be submitted, we need to verify your identity. This process also allows us to collect the information required to verify your right to work." Another paragraph follows: "As you've chosen to complete your Right to Work check online, the alternative verification options have been temporarily disabled." There are three verification options presented in boxes: "Digital ID" (Fastest option, requires a valid passport, completed using a smartphone, takes a few minutes, certified by the UK Government, required payment of £59.40, with a "Use Digital ID" button), "Post Office Verification" (In-person verification, requires visiting a participating branch, bringing original documents, usually completed same day, no smartphone required, with a "Use Post Office" button), and "Face-to-Face Verification" (Verified by your organisation, documents will be checked in person, application will not be submitted until verified, with a "Continue" button).

The screenshot shows the same progress bar as the previous one. Below the progress bar, there are three questions, each with "No" and "Yes" radio button options: "Do you have a right to work in the UK? \*", "Do you have a valid UK Passport, Irish Passport or Irish Passport Card? \*", and "Are you happy to complete your Right to Work online? \*". A note under the third question states: "You'll use your phone to verify your identity by scanning your passport and completing a quick face scan." Below these questions, there is a section titled "Choose your Right to Work Documents". It states: "You can prove your right to work in the UK by providing original documents. Tap an option below and upload the relevant documentation. Your employer will need to see the original document(s) on or before your first day of employment to complete the right to work check. For more information relating to documentation, visit GOV.UK: Proving your right to work to an employer." There is a radio button option for "Valid UK or Irish passport" with a note: "A valid passport or Irish passport card showing that the holder is a UK or Irish citizen." Below this, there is a button labeled "1 document required".



# Right to Work

## **BRP or UKVI Account**

If you have a BRP or UKVI account, you can obtain your share code from GOV.UK. Enter your share code and click 'Save & Continue'. Your right to work will then be verified internally.

The screenshot shows the 'Right to Work' step (step 4) of a 7-step process. The steps are: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. Right to Work, 5. ID Verification, 6. ID Documentation, and 7. Declarations. The 'Right to Work' section contains three questions with 'No' and 'Yes' radio buttons:

- Do you have a right to work in the UK? \*
- Do you have a valid UK Passport, Irish Passport or Irish Passport Card? \*
- Do you have a Biometric Residence Permit (BRP) that has not expired within the last 18 months, or a UK Visas and Immigration (UKVI) account that allows you to obtain a GOV.UK Share Code in order to prove your right to work in the UK? \*

Below the questions is a section titled 'Providing a GOV.UK Share Code' with instructions on how to obtain one. At the bottom, there is a text input field for the 'GOV.UK Share Code' and two buttons: 'Back' and 'Save & Continue'.

## **No Passport or Share Code**

If you don't have a valid UK or Irish passport or a Share Code, you'll need to upload the required documents from the Home Office list of accepted documents, whether you're a British or Irish citizen or not.

This screenshot shows the 'Right to Work' step (step 4) for users who do not have a passport or share code. It includes the same three questions as the previous form. Below the questions is a section titled 'Choose your Right to Work Documents' with instructions on how to provide original documents. At the bottom, there is a radio button option for 'Valid UK or Irish passport' with a description and a note that 1 document is required.

This screenshot shows the 'Right to Work' step (step 4) for users who do not have a passport or share code, showing a different document option. It includes the same three questions as the previous form. Below the questions is a section titled 'Choose your Right to Work Documents' with instructions on how to provide original documents. At the bottom, there is a radio button option for 'Jersey, Guernsey or Isle of Man document showing unlimited leave' with a description and a note that 1 document is required.



# ID Verification

In this section, you will be required to verify your identity by completing one of the available ID verification methods chosen by your organisation.

You will be given the option to proceed using either:

## Digital ID

The fastest option for ID verification is via Digital ID. There are certain requirements if choosing this route therefore, please read the criteria before proceeding.

## Post Office Verification

If you would prefer to complete your ID verification at the Post Office, you can select this option. Please note, this route will require that you visit a participating post office branch in person.

## Face-to-Face Verification

You have the option to have your identity verified by your organisation. If choosing this option, your employer will be in touch to confirm how to proceed.

1

2

3

4

5

6

7

TasksPersonal InfoAdditional InfoID VerificationID DocumentationDeclarationsSubmit

Verify Your Identity

Before your DBS application can be submitted, we need to verify your identity. Choose one of the available verification methods below to continue.

Digital ID

Fastest option

- Requires a valid passport
- Complete using your smartphone
- Takes a few minutes
- Certified by the UK Government

Required Payment £59.40

Use Digital ID

Post Office Verification

In-person verification

- Visit a participating branch
- Bring your original documents
- Usually completed same day
- No smartphone required

Required Payment £65.45

Use Post Office

Face-to-Face Verification

Verified by your organisation

- Your documents will be checked in person
- Your application will not be submitted until your organisation has seen and verified your documents

Required Payment £53.45

Continue

## Required Payment

Under each option is the total amount you will be required to pay depending on the ID verification route you decide. A breakdown of the cost will be provided once you select your chosen verification route.



# ID Verification - Digital ID

You will be required to download the Yoti App on your smartphone to proceed. For details on how to register to Yoti, please click here:

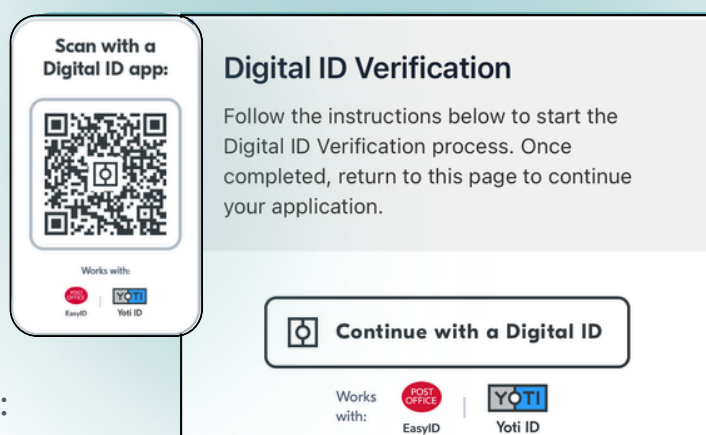
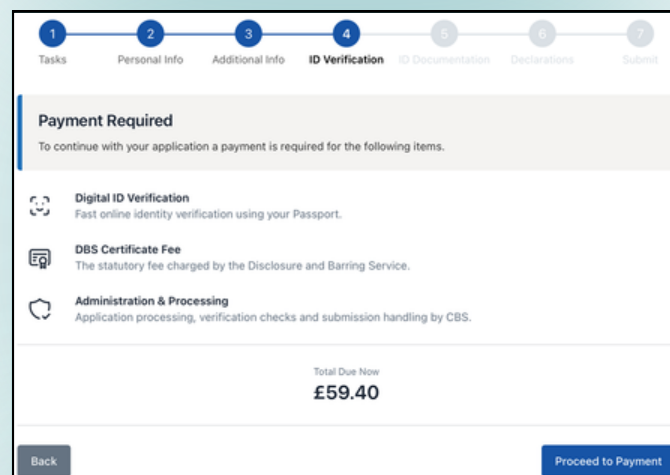
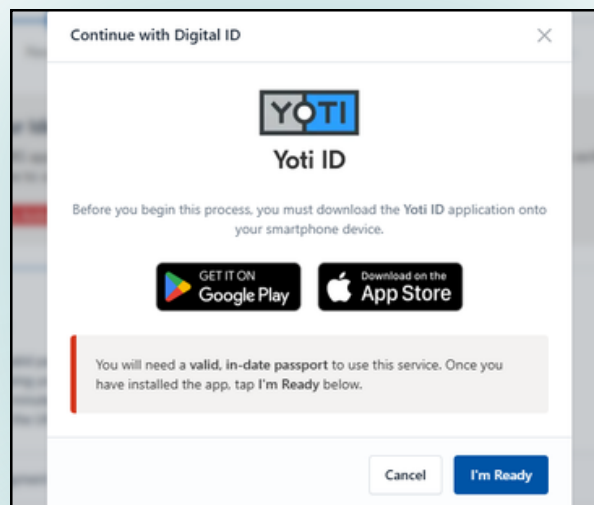
## **Yoti Registration Guide**

Once the app has been downloaded and you have registered successfully, click 'I'm ready' to continue.

You will then be directed to the payment page, where you will see a breakdown of the items your organisation has requested you pay for, along with the total cost. You can pay using a card or Apple Pay.

Once your payment has been completed, select 'Continue with a Digital ID' if you are using a mobile device. If you are using a computer, open the Yoti app on your phone and scan the QR code displayed on the screen.

For details on how to complete the Yoti Digital Identity process, please click here: **Yoti Digital ID Guide**



# ID Verification - In Branch

If you choose to complete your identity verification at a Post Office, you will need to select your preferred branch and confirm which identity documents you will take with you.

## Payment Required

Here you will see a breakdown of total cost of items your organisation has requested you to pay for. The post office verification fee is to be paid in branch at the time of verification.

The screenshot shows a progress bar at the top with 7 steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification (current step), 5. ID Documentation, 6. Declarations, and 7. Submit. Below the progress bar, the heading 'Payment Required' is followed by the text 'To continue with your application a payment is required for the following items.' There are three items listed: 'In Branch Verification' (person identity verification using nearest post office branch), 'DBS Certificate Fee' (statutory fee charged by the Disclosure and Barring Service), and 'Administration & Processing' (application processing, verification checks and submission handling by CBS). At the bottom, there are two totals: 'Total Due Now' of £53.45 and 'Total Due In Branch' of £12.00. There are 'Back' and 'Proceed to Payment' buttons.

## Select Your Post Office Branch

Use the drop-down list to select the Post Office branch that you wish to attend for your in-person verification.

## Select Your Identity Documents

You will then need to select 3 identity documents from the drop-down list provided.

These are the documents you will need to take with you to your Post Office appointment.

## Generate Your Post Office Letter

Once you have selected your branch and the documents, click 'Generate Post Office letter'.

The screenshot shows the 'In Branch ID Verification' screen. It has the same progress bar as the previous screen. The heading 'In Branch ID Verification' is followed by the text 'In Branch ID Verification is subject to a £12.00 payment which will be required at the Post Office. Follow the instructions to book an appointment to visit your local branch and supply the relevant documents.' Below this, there is a section 'Choose the Post Office Branch and the documents you will be providing \*'. It includes a dropdown menu 'Select from 6 branches found near postcode CF45 0AB...' and a list of six post offices: Aberdare Post Office, Merthyr Tydfil Post Office, Ton Pentre Post Office, Pontypridd Post Office, Ystrad Mynach Post Office, and Tredegar Post Office. Below the list, there are three document selection boxes: 'Passport' (with a dropdown for 'United Kingdom'), 'Council Tax Bill', and 'Driving Licence (Photo)' (with a dropdown for 'United Kingdom'). At the bottom, there is a section 'You have now selected enough documents. Before continuing, confirm that all of the following statements are true:' followed by four bullet points. Below the bullet points, there is a note: 'If any of the above statements are not true, return and select different documents. Failure to meet these requirements may result in your ID verification being rejected at the Post Office.' There are 'Back' and 'Generate Post Office Letter' buttons.





# ID Documentation

In this section, you will be asked to confirm which forms of identification you hold. For each document listed, select 'Yes' or 'No'.

## UK NI Number

If you have a UK National Insurance Number, select 'Yes' and enter the details requested.

## Passport

If you hold a valid passport, select 'Yes' and provide the information requested.

## Driving Licence

If you hold a valid driving licence, select 'Yes' and complete the required information. There is a Magic Wand tool to help generate the first part of your licence number. The last 5 digits must be entered manually. Please double-check that the characters entered are exactly as they appear on your driving licence.

A pop-up message will appear to help you check that your driving licence number has been entered correctly.

The screenshot shows a multi-step form titled 'ID Documentation'. At the top, a progress bar indicates seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification, 5. ID Documentation (current step), 6. Declarations, and 7. Submit. The form is divided into three main sections. The first section, 'Do you have a UK National Insurance Number?', has 'Yes' selected and a text field for the number. The second section, 'Do you have a Valid Passport?', has 'Yes' selected and includes fields for 'Country of issue' (United Kingdom), 'Issue date', 'Expiry date', 'Passport Number', and 'Passport Nationality'. The third section, 'Do you have a Valid Driving Licence?', has 'Yes' selected and includes fields for 'Country of issue' (United Kingdom), 'Valid from date', 'Expiry date', 'Licence Number' (pre-filled with 'NAMES12345AN????' and a Magic Wand icon), and 'Driving Licence Type' (Photo ID Licence). A note below the licence number field says 'Click the wand to auto-fill the parts we can generate.' At the bottom are 'Back' and 'Save & Continue' buttons.

The screenshot shows a pop-up window titled 'Driving Licence Auto Fill' with a close button (X) in the top right corner. The message inside reads: 'We have pre-filled most of your driving licence number. Based on the details you've entered, we've generated the main part of your UK driving licence number. Please check it carefully and complete the remaining characters before continuing.' At the bottom is a large blue 'OK' button.



# Declarations

**In this section, you will be asked to confirm your consent and declare any relevant criminal history.**

For each question, select either 'Yes' or 'No' as appropriate.

Any relevant criminal history must be declared accurately within this section.

To proceed, you must select 'Yes' to confirm your consent.

The screenshot shows a multi-step application process. At the top, a progress bar with seven numbered circles indicates the current step is 6, 'Declarations'. The steps are: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification, 5. ID Documentation, 6. Declarations, and 7. Submit.

Below the progress bar, a grey box contains the instruction: 'Read the following statements carefully. Providing false or misleading information may result in your application being rejected. For more information on DBS filtering rules, see DBS filtering guidance.'

There are four questions, each with 'Yes' and 'No' radio button options:

- Question 1: 'Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? \*'. The 'No' option is selected.
- Question 2: 'I have read the [Standard/Enhanced Check Privacy Policy](#) for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application. \*'. The 'Yes' option is selected.
- Question 3: 'I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that 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. \*'. The 'Yes' option is selected.
- Question 4: 'I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application and I should submit a paper application form. \*'. The 'Yes' option is selected.

Below the fourth question, there is a line of text: 'I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline [03000 200 190](tel:03000200190) . My application will then be withdrawn. \*'. The 'Yes' option is selected.

At the bottom of the form, there are two buttons: 'Back' on the left and 'Save & Continue' on the right.



# Submission

In this section, you will be able to review all information entered on your application before submission.

## Application Review

Where sufficient information has been provided, the section will display as 'OK'.

If any section is incomplete or requires further information, it will be flagged as 'Needs Attention'.

If any information entered does not match your verified ID details, the system will flag this and display the information it is expecting to see.

You can click on any section marked as needing attention to return directly to that part of the application and update the information accordingly.

## Submitting Your Application

The Submit button will only be available once:

- All required sections have been completed
- Your identity verification has been completed

The screenshot shows a multi-step application review form. At the top, a progress bar indicates seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification, 5. ID Documentation, 6. Declarations, and 7. Submit. The form is divided into three main sections:

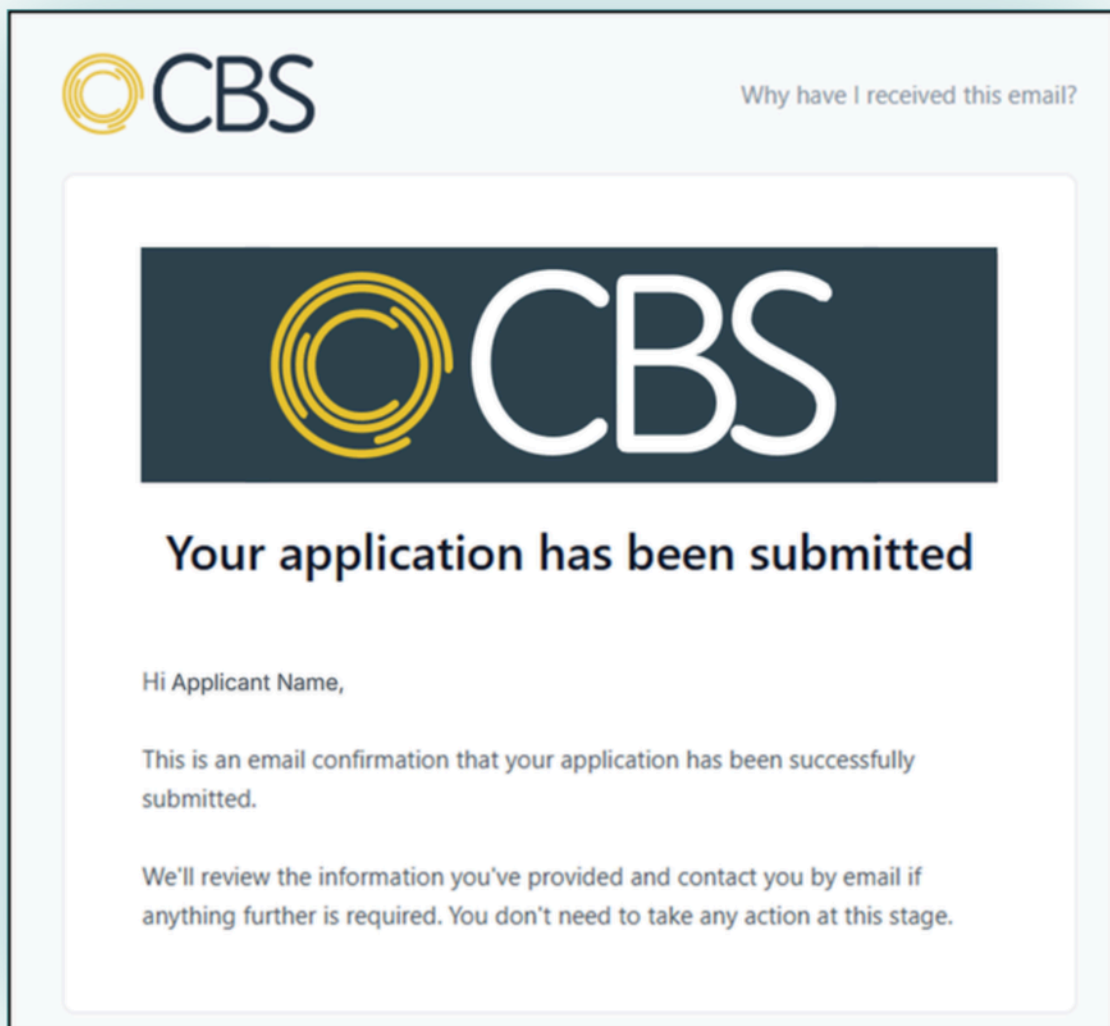
- Personal Information:** Includes fields for Full name (Applicant Full Name), Date of birth, Gender, Telephone, Current Address, and Address History Provided. All fields are marked with a green 'OK' icon.
- Additional Information:** Includes fields for Previous Forename, Previous Surname, Country of birth, Town / City of birth, County / State of birth, and Nationality at birth. All fields are marked with a green 'OK' icon.
- ID Documentation:** Includes fields for ID Verified, National Insurance Number, Passport Number, Passport Issued, Passport Expires, Passport Country, and Passport Nationality. The 'ID Verified' field is marked with a red 'Needs Attention' icon, while the others are marked with a green 'OK' icon.



# Post Submission

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Once your application has been submitted successfully, you will receive an email to confirm.



# Post Submission (DBS Check)

Once your DBS application has been completed, you will receive a follow-up email with further information.

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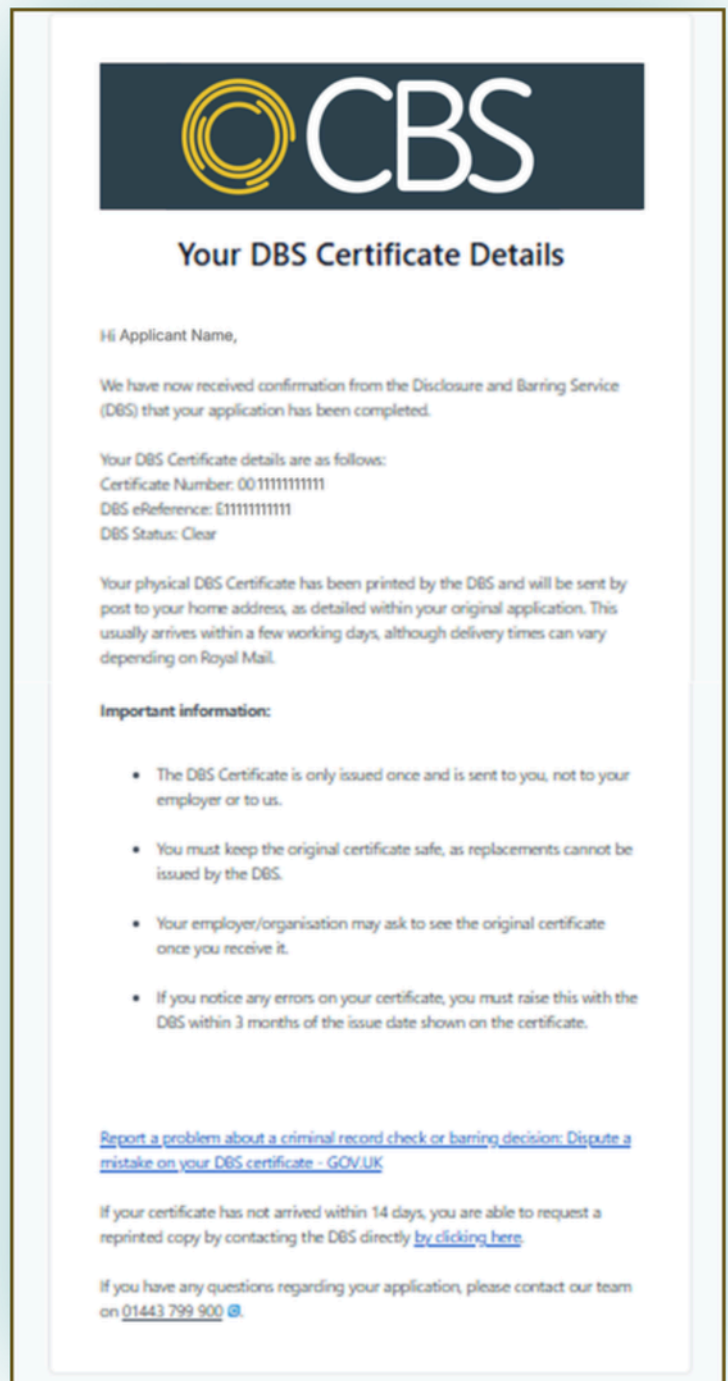
This email will include:

- Your DBS certificate details
- Information on what happens next
- Your E-reference number

## Update Service

Your E-reference number is required if you wish to register for the DBS Update Service.

Please note, you have 30 calendar days from the date your certificate is issued to sign up for the Update Service.



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