



Applicant User Guide

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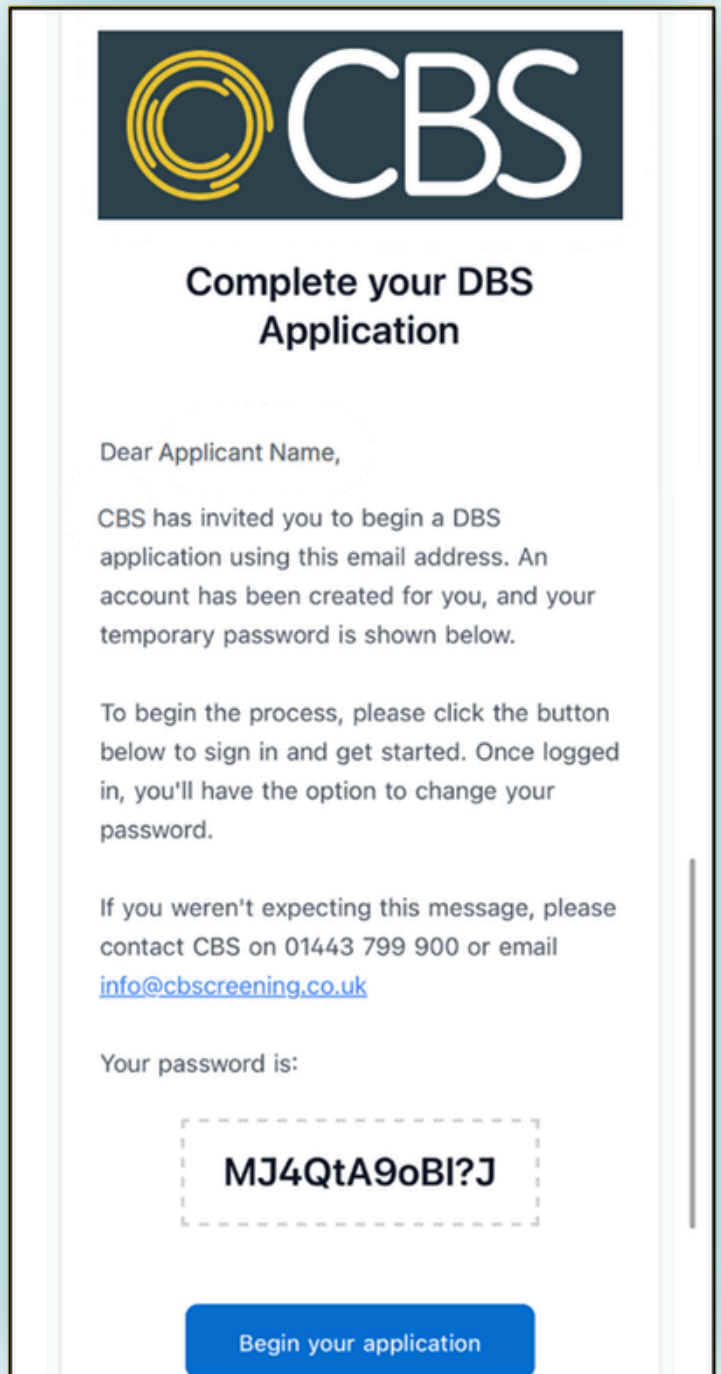
Accessing Your Application

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

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](#)

Problems getting started? [Get help](#)



One-time Passcode

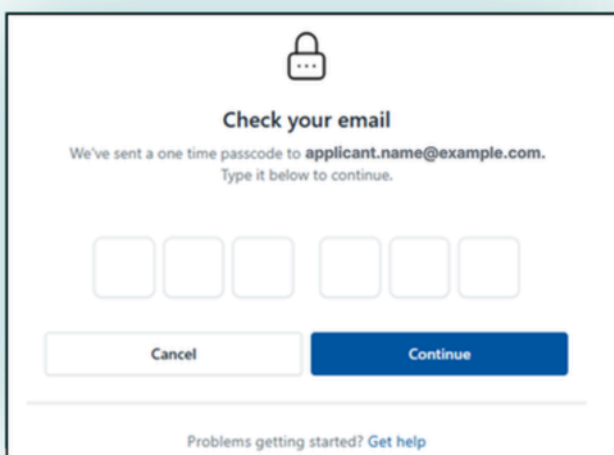
For additional security, you will be required to enter a one-time passcode to access your application.

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

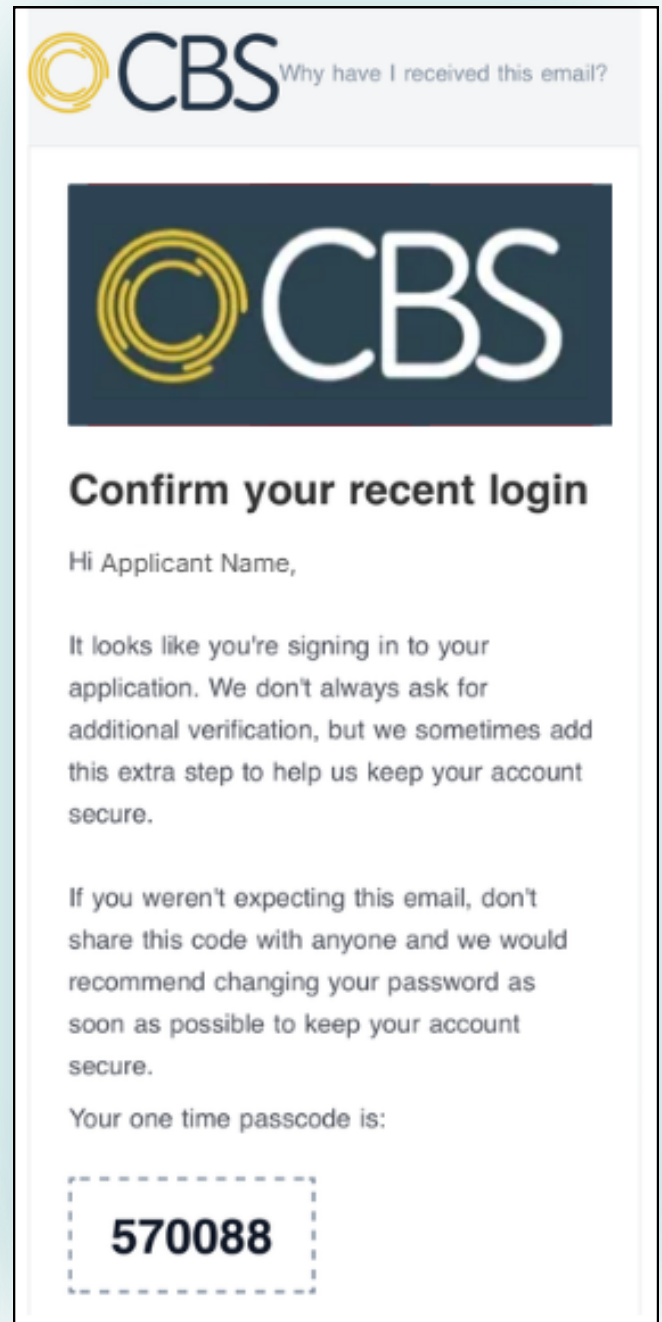
Please allow a few minutes for the email to arrive. If you do not receive the code, check your junk/spam folder before requesting a new one.

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 boxes for entering the passcode. At the bottom are two buttons: "Cancel" and "Continue". A link at the very bottom says "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?". Below is a large CBS logo. The main heading is "Confirm your recent login". The body text says: "Hi Applicant Name," followed by a paragraph explaining that the user is signing in and that an extra verification step is being added for security. It then 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." Below this, it says "Your one time passcode is:" followed by a dashed box containing the code "570088".

Enter Your Passcode

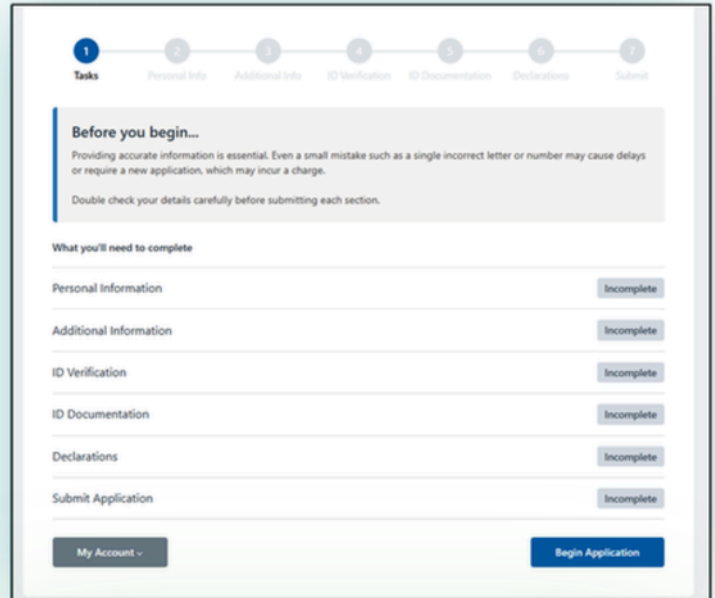
Enter the 6-digit code sent to your registered email address into the required fields on the application screen.



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 this, a section titled 'Before you begin...' contains 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.' and 'Double check your details carefully before submitting each section.' A table below 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 displays the 'Personal Info' section of a DBS screening application form. At the top, a progress bar shows seven steps: 1. Tasks, 2. Personal Info (current), 3. Additional Info, 4. ID Verification, 5. ID Documentation, 6. Declarations, and 7. Submit. The 'Language Preference' section asks the user to choose between 'English' and 'Welsh'. Below this is an 'Important Information' box stating that the online application is currently only in English and that Welsh applications require a paper-based process. The 'Your Information' section contains fields for Title, Forename, Middle name(s) (with an 'Add Another' button), Surname, Date of birth, and Gender (with 'Other' as an option). Below the gender field, it says 'You were born on _____ and you are currently _____ years old.' Another 'Important Information' box follows, explaining that for DBS purposes, the user should select the gender matching their identity documents and providing contact details for the Sensitive Applications Team. At the bottom, there is a 'Telephone Number' field with a dropdown for the country code (currently set to 'UK') and a text input for the number.



Personal Information

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

Country

This field will default to 'United Kingdom'. Amend the selection if this is not correct.

Move-In Date

Enter the date you moved into 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 additional address history is required, a message and additional fields will appear for you to enter your previous addresses.

Current Address

Country *
United Kingdom

Address Line 1 *
10 High Street, Anyt
10 High Street, Anytown CF45 0AB

Town / City * County Postcode *
Postcode *
Date you moved into this address *
Month Year

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.

Country *
United Kingdom

Address Line 1 *
4 Harcourt Road

Address Line 2
Date you moved into this address *
June 1999
You have lived here for 25 years 8 months.

Back 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 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 buttons. Below each question is a text area for providing details and a '+ Add Previous Surname / 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 buttons.

This screenshot shows an error message box with the title 'Check these fields before continuing...'. It contains a red bullet point stating: '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 is a smaller version of the 'Additional Info' form with the 'Yes' radio buttons for the first two questions highlighted in red.

This screenshot shows the 'Place of Birth' section of the form. It includes a 'Country of birth' dropdown menu (set to 'United Kingdom'), 'Town / City of birth' and 'County / State of birth' text fields, and a 'Nationality at birth' text field. At the bottom 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 columns of options: "Digital ID" (Fastest option, requires a valid passport, complete using smartphone, takes a few minutes, certified by the UK Government, with a "Use Digital ID" button), "Post Office Verification" (In-person verification, visit a participating branch, bring 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 checked in person, application not 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" with the text: "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." and a "1 document required" label.



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 these questions is a section titled 'Providing a GOV.UK Share Code'. It explains that to prove the right to work, a GOV.UK Share Code is needed. It instructs the user to select 'Obtain Share Code' to open the GOV.UK website, use their BRP, passport, or national identity card to generate a share code, and then return to the application to enter it. A blue button labeled 'Obtain Share Code' is visible. Below this is a text input field for the 'GOV.UK Share Code *'. At the bottom are 'Back' and 'Save & Continue' buttons.

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 need to provide documents. It includes the same three questions as the previous form. Below the questions 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 sub-note: 'A valid passport or Irish passport card showing that the holder is a UK or Irish citizen.' Below this is a blue button labeled '1 document required'.

This screenshot shows the 'Right to Work' step (step 4) for users who need to provide documents, 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'. 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 'Jersey, Guernsey or Isle of Man document showing unlimited leave' with a sub-note: 'A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that you have been granted unlimited leave to enter or remain.' Below this is a blue button labeled '1 document 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.

The screenshot shows a web interface for ID verification. At the top, a progress bar with seven steps is displayed: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification (highlighted), 5. ID Documentation, 6. Declarations, and 7. Submit. Below the progress bar, a section titled 'Verify Your Identity' contains the text: 'Before your DBS application can be submitted, we need to verify your identity. Choose one of the available verification methods below to continue.' There are three main options presented in boxes: 1. 'Digital ID' (Fastest option) with bullet points: 'Requires a valid passport', 'Complete using your smartphone', 'Takes a few minutes', and 'Certified by the UK Government'. It has a blue button labeled 'Use Digital ID'. 2. 'Post Office Verification' (In-person verification) with bullet points: 'Visit a participating branch', 'Bring your original documents', 'Usually completed same day', and 'No smartphone required'. It has a button labeled 'Use Post Office'. 3. 'Face-to-Face Verification' (Verified by your organisation) with bullet points: 'Your documents will be checked in person' and 'Your application will not be submitted until your organisation has seen and verified your documents'. It has a button labeled 'Continue'. At the bottom left, there is a 'Back' button.



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:

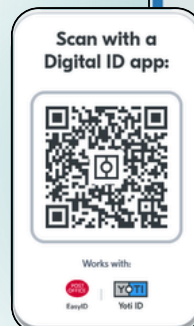
Yoti Registration Guide

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

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.

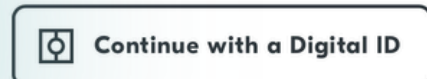
For details on how to complete the Yoti Digital Identity process, please click here:

Yoti Digital ID Guide



Digital ID Verification

Follow the instructions below to start the Digital ID Verification process. Once completed, return to this page to continue your application.



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.

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 a web form titled 'In Branch ID Verification'. At the top is a progress bar with seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification (highlighted), 5. ID Documentation, 6. Declarations, and 7. Submit.

Below the progress bar, the title 'In Branch ID Verification' is followed by a note: '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.'

The main section is titled 'Choose the Post Office Branch and the documents you will be providing *'. It features a dropdown menu 'Select from 6 branches found near postcode CF45 0AB...' which is expanded to show a list of six Post Office branches with their addresses:

- Aberdare Post Office: 28 Whitcombe Street, Aberdare, Mid Glamorgan, CF44 7AU
- Merthyr Tydfil Post Office: 3 John Street, Merthyr Tydfil, Mid Glamorgan, CF47 0AB
- Ton Pentre Post Office: 27 Church Road, Ton Pentre, Pentre, Mid Glamorgan, CF41 7EB
- Pontypridd Post Office: 5-7 Mill Street, Pontypridd, Mid Glamorgan, CF37 2SN
- Ystrad Mynach Post Office: 35 Penallta Road, Ystrad Mynach, Hengoed, Mid Glamorgan, CF82 7AP
- Tredeggar Post Office: 54-55 Commercial Street, Tredeggar, Gwent, NP22 3DJ

Below the branch list, there are three document selection boxes, each with a checked checkbox and a dropdown menu set to 'United Kingdom':

- Passport**: A valid, in-date passport issued by a recognised authority.
- Council Tax Bill**: A current council tax bill for your address within the last 12 months.
- Driving Licence (Photo)**: A photo driving licence.

At the bottom, a section titled 'You have now selected enough documents. Before continuing, confirm that all of the following statements are true:' contains a list of four requirements:

- The documents show your name exactly as provided in this application: Forename Surname
- Confirm your date of birth DD/MM/YYYY
- Confirm your current address as provided in this application: House Number, Street Name, Town, County, Post Code. All documents presented must match this address.
- You will bring these selected documents to Post Office Name, Steet Name, Town, County Post Code within the next 14 days.

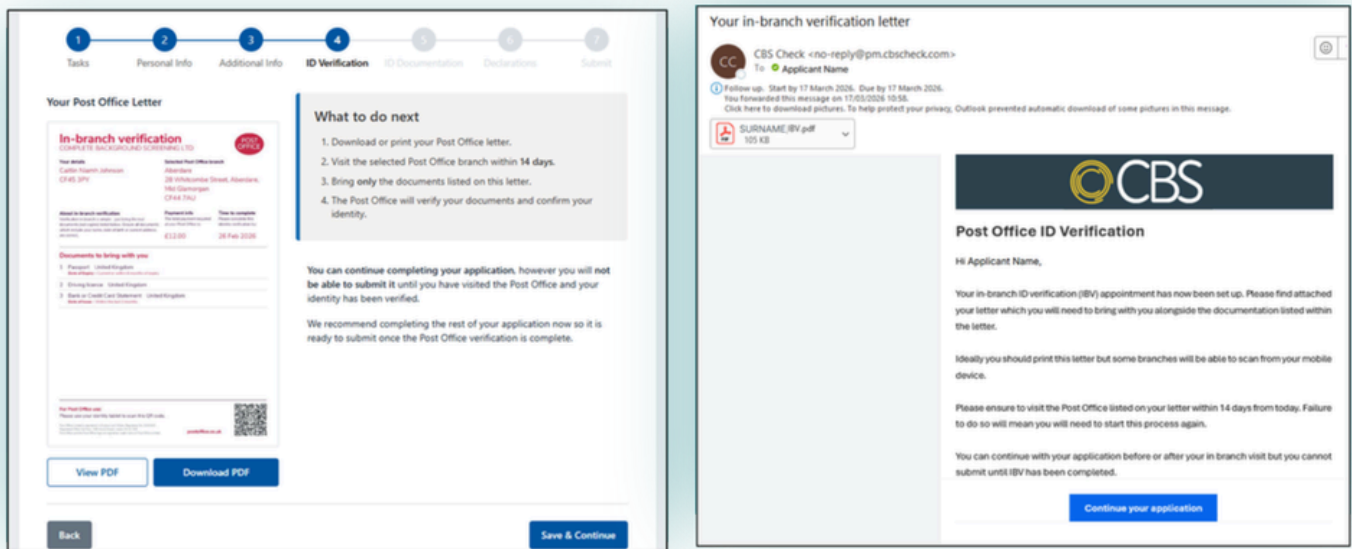
A warning note states: 'If any of the above statements are not true, return and select different documents. Failure to meet these requirements may result in your ID verification being rejected at the Post Office.'

At the very bottom, there are two buttons: 'Back' and 'Generate Post Office Letter'.



ID Verification - Post Office Letter

You will be able to download a PDF version of the Post Office Letter and you will also receive a copy of the letter via email.

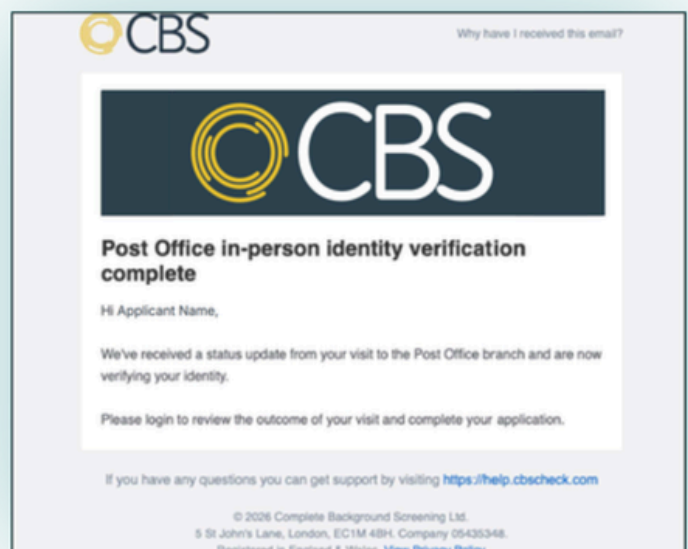


You must then take the letter and identity documents listed on your letter with you to your appointment.

It is recommended that you continue completing the rest of your application whilst awaiting your Post Office Verification Results by clicking 'Save & Continue'.

Post Office Verification Completion

You will be notified by email once your ID Verification with the Post Office is complete. Once this has been confirmed, you can log back into your application form to submit your application.



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, 'ID Documentation', asks 'Do you have a UK National Insurance Number?' with 'No' and 'Yes' buttons. If 'Yes', it prompts for 'Your National Insurance Number' with a text input field. The second section asks 'Do you have a Valid Passport?' with 'No' and 'Yes' buttons. If 'Yes', it prompts for 'Country of issue' (a dropdown menu showing 'United Kingdom'), 'Issue date' (a date picker), 'Expiry date' (a date picker), 'Passport Number' (a text input field), and 'Passport Nationality' (a dropdown menu). The third section asks 'Do you have a Valid Driving Licence?' with 'No' and 'Yes' buttons. If 'Yes', it prompts for 'Country of issue' (a dropdown menu showing 'United Kingdom'), 'Valid from date' (a date picker), 'Expiry date' (a date picker), 'Licence Number' (a text input field with a 'Magic Wand' icon and a placeholder 'NAME12345AN????'), and 'Driving Licence Type' (a dropdown menu showing 'Photo ID Licence'). Below the 'Licence Number' field, there is a small note: 'Click the wand to auto-fill the parts we can generate.' At the bottom of the form, there are 'Back' and 'Save & Continue' buttons.

The screenshot shows a pop-up message titled 'Driving Licence Auto Fill' with a close button (X) in the top right corner. The message text 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 of the pop-up, there is a large blue button labeled 'OK'.



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 has seven steps: 1. Tasks, 2. Personal Info, 3. Additional Info, 4. ID Verification, 5. ID Documentation, 6. Declarations (highlighted), 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 five questions, each with a "Yes" and "No" button. The first question is "Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? *". The second is "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 third is "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 fourth is "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 fifth is "I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190 @. My application will then be withdrawn. *". At the bottom, there are "Back" and "Save & Continue" buttons.

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

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.

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

Yes No

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. *

Yes No

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. *

Yes No

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. *

Yes No

I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190 @. My application will then be withdrawn. *

Yes No

Back Save & Continue



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

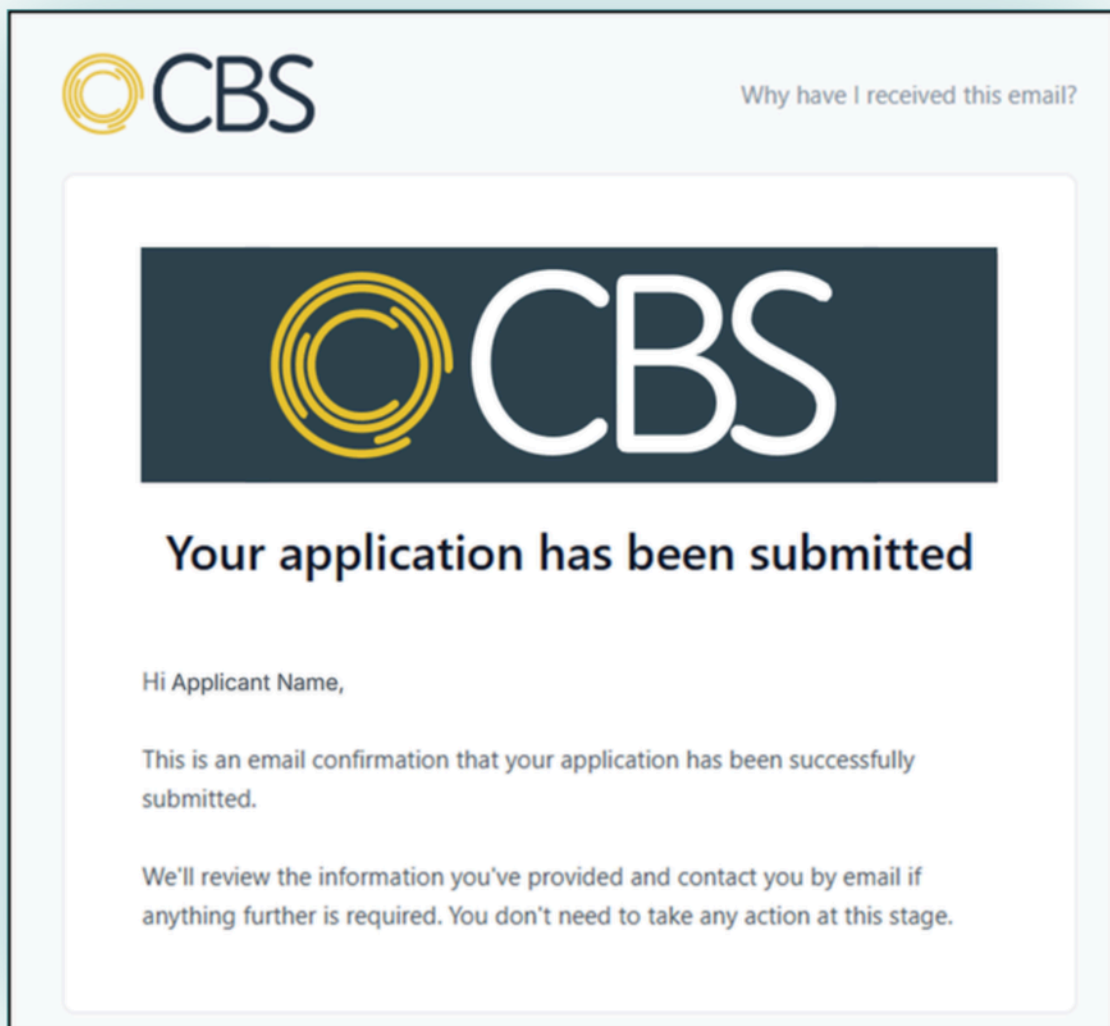
The screenshot displays a multi-step application review form. At the top, a progress bar shows seven steps: 1. Tasks, 2. Personal info, 3. Additional info, 4. ID Verification, 5. ID Documentation, 6. Declarations, and 7. Submit. The form is divided into three main sections:

- 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

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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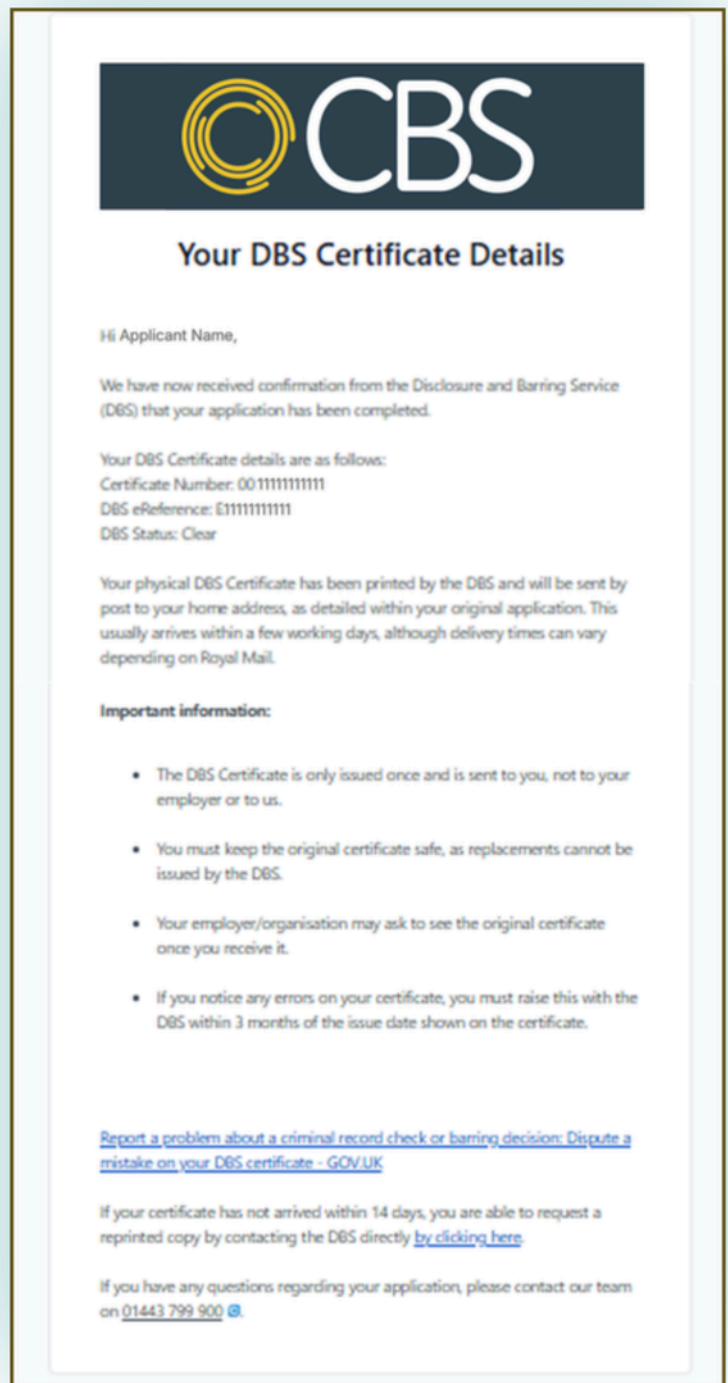
This email will include:

- 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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