

# UK Enhanced DBS Check Applicant Guidance

There are two stages to initiate up your UK Enhanced DBS Check:

## **Stage 1**

Create an Online DBS Application with our DBS Counter-signatories, Access Personal Checking Services Ltd (APCS).

## **Stage 2**

Get your DBS ID documents verified in person by an authorised Verifier.

The following guidelines will assist you through this process.

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### **STAGE 1:**

#### **How to Create Your Online DBS Application with APCS**

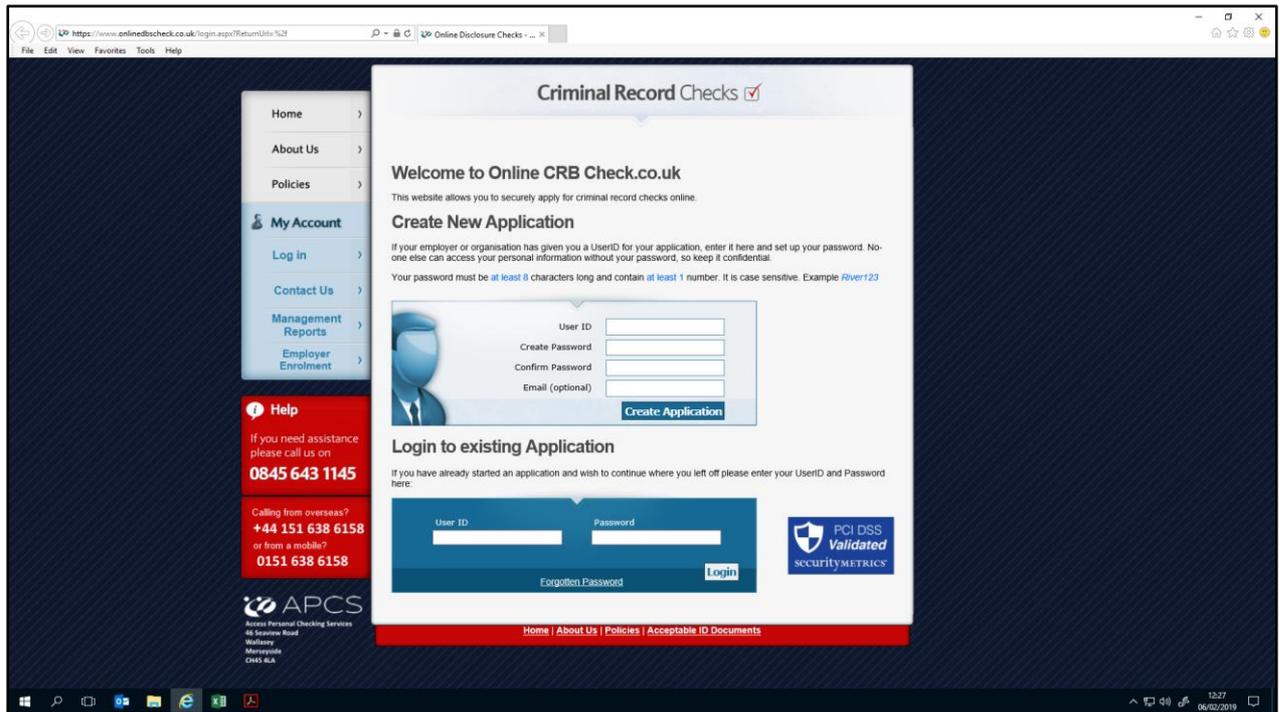
Your first step towards initiating your DBS Check is to create an Online DBS Application with our DBS Counter-signatories, APCS.

Before accessing the approved and secure online DBS application system at APCS, please have the following information to hand:

- Your National Insurance Number (if you have one);
- Your UK Driving Licence (if you have one);
- Your current Passport (if you have one);
- Your full address history for the past 5 years (including postcodes and dates from and to (MM/YYYY) for each address).

## **Step 1**

Access the online DBS application screen at [www.onlinedbscheck.co.uk](http://www.onlinedbscheck.co.uk):



## Step 2

Log on using your unique 10 digit User ID number **0123456789** (*example only*) and create a password of your choice.

*NB. This number can only be used by you and only in relation to your application.*

## Step 3

Complete all sections on each of the four screens as required, or as prompted by on-screen messages.

## Step 4

Complete the Declaration screen as required and click on the 'Declaration' button. Your application is complete.

*If you have any questions during the application process, please call the APCS Helpline below, during normal office hours:*

**Tel: 0044 (0) 151 638 6158**

## STAGE 2

### Your DBS ID Documents

For the second and final step to initiating your UK Enhanced DBS Check, you will need to provide identification (ID) documents as a means of 'proving that you are who you say you are'. Please be aware that this is a legal obligation set by the UK's Disclosure and Barring Service (DBS), and not a process determined by the Diocesan Safeguarding Team.

***NB.*** Applicants for permanent appointments requiring the Bishop's Licence are required to bring their DBS ID documents to the Diocesan Office on the day of their interview.

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### **Accepted DBS ID Documents**

Look through the *UK Enhanced DBS ID Documents List* included with this document to select the appropriate DBS ID documents.

You must be able to show:

- one document from Group 1;
- two further documents from either Group 1, Group 2a or Group 2b.

***NB.*** If you are not a national of the UK or the EEA and you are applying for voluntary work, you may need to arrange for fingerprints to be taken if you cannot show these documents.

Further DBS criteria states the following:

- Only valid, current and original documentation can be accepted.
- All documents must be in your current name.
- One document must show a photograph of the you.
- At least one document must confirm your current address.
- One document must confirm your date of birth.
- **The foreign equivalent of an identity document listed as 'UK' on the *UK Enhanced DBS ID Documents List* cannot be accepted.**
- Documentation printed from the internet, e.g. internet bank statements, cannot be accepted. You may be able to request a paper statement from your bank, building society, utility company, etc.
- A document from each of the groups should be included only once in the document count e.g. two bank statements cannot be accepted as two of the required documents, if they are from the same bank.
- Documentary proof of name changes must be witnessed by the Verifier.
- Where possible, documentation to confirm your address history (as listed in your DBS application) should be provided.

***If you cannot provide the required documents, please contact the Diocesan Safeguarding Team (DST) for further advice, using the contact details at the end of this document.***

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### **The ID Document Verification Process**

Due to the unique geography of the Diocese in Europe, we are unable to complete the DBS ID document checks face-to-face in the Diocesan Office; therefore, we have agreed a verification process with our DBS Counter-signatories, APCS.

The process entails taking an original copy of a document and a photocopy of that document in person to an authorised Verifier (see list below) for confirmation that the photocopy is a true copy of the original, and that those documents belong to you.

For DBS ID document verification, there are also two forms to be completed, the *UK Enhanced DBS ID Documents List* and the *UK Enhanced DBS ID Document Verifier Form*.

The photocopies and forms are then posted or scanned and emailed to the DST.

The DBS ID document verification process is as follows:

**Step 1**

Make sure in advance that the person you choose as Verifier is available and willing to verify your documents.

**Step 2**

Print the *UK Enhanced DBS ID Documents List* and the *UK Enhanced DBS ID Document Verifier Form*.

**Step 3**

Complete the 'Applicant' section of the *UK Enhanced DBS ID Document Verifier Form*.

**Step 4**

Photocopy your DBS ID documents, selected from the *UK Enhanced DBS ID Documents List* (the second page of the *UK Enhanced DBS ID Document Verifier Form*).

**Step 5**

Take the original copy and the photocopy of each of your ID documents, along with the *UK Enhanced DBS ID Documents List* and the *UK Enhanced DBS ID Document Verifier Form*, to your authorised Verifier.

**NB.** *You must always present ID documents in person to the Verifier.*

**Step 6**

The Verifier will verify the photocopies against the original copies of your DBS ID documents, and complete the *UK Enhanced DBS ID Documents List* and their sections of the *UK Enhanced DBS ID Document Verifier Form*.

**Step 7**

Send the verified photocopies of your DBS ID documents, along with the *UK Enhanced DBS ID Documents List* and the *UK Enhanced DBS ID Document Verifier Form*, to the Diocesan Safeguarding Team via post (address at the end of this document) or email to:

[europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org).

**NB.** *The Diocese in Europe is unable to accept any responsibility for original ID documents sent by post.*

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## **The Verifier**

DBS ID documents can be verified by a Priest or Deacon, or by a person in an authorised role with the Diocese in Europe.

**Authorised roles with the Diocese in Europe:**

- Members of the Diocesan Safeguarding Team
  - The Diocesan Locum Ministry Administrator
  - Clergy
  - Readers
  - Safeguarding Officers
  - Churchwardens
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### **The DBS Update Service**

Here is the link for the safeguarding update service: <https://www.gov.uk/dbs-update-service>

For Volunteers, it is recommended that you sign up to this, as it makes your DBS Check 'portable'. This can save you from repeating the full DBS application process for future roles / Safeguarding Renewals or if you are applying to work with another diocese.

For Volunteers, there is no cost.

***NB.*** You can apply for the DBS Update Service up to 30 days after your DBS certificate's Issue Date.

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### **What Happens Next?**

Once you have created your online DBS application with APCS and once the DST have received copies of your DBS ID documents, a member of the DST will complete a further verification process by checking your DBS documents against some of the information that you have input when creating your DBS application.

Once this has been completed, your DBS application will be submitted.

Assuming there are no complications, it then usually only takes a few days for your DBS result to arrive. The Diocesan Safeguarding Team (DST) will receive notification from APCS by email.

You will receive a DBS certificate via the post in due course, which you should retain securely for your records.

If there are no disclosures shown on your certificate you need take no further action.

If there are disclosures shown on your certificate, a member of the DST will contact you.

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### **Diocesan Safeguarding Team (DST) Contact Details**

#### **Telephone Numbers:**

0044 (0) 207 898 1150  
0044 (0) 207 898 1163

**Email Address:**

[europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org)

**Postal Address:**

The Diocesan Safeguarding Team  
Diocese in Europe  
14 Tufton Street  
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