

# Filling in your DBS Application online



CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Email: [disclosure@ccpas.co.uk](mailto:disclosure@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

**CCPAS**   
setting standards in safeguarding

## Step-by-step guide to submitting your DBS application online

You have been asked to apply for a DBS disclosure (previously named CRB) as you are applying to work with either children and/or vulnerable adults for an organisation on either a voluntary or a paid basis.

### What is a DBS check?

A DBS check can provide access to a range of different sources of information such as that held:

- on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The DBS reserves the right to add new data sources).
- on lists maintained by the Disclosure and Barring Service (DBS);
- by the local police force considered relevant to the job role by Chief Police Officer(s).

This information will be used to make a decision on your suitability to fulfil the role you have applied for.

### Before you start

Before you proceed to the online application, you must complete a self-declaration form, which includes your consent for a DBS check (unless this is a renewal disclosure application and your contract contains a clause requiring you to disclose any warning, reprimand or conviction history). The form will be provided by your Recruiter and should be returned to them in a sealed envelope (it is also an appendix at the back of this guide). Please note, if you are part of a Church of England Diocesan Scheme they may have their own confidential declaration form so you should check with your parish before completing our standard form.

Your Recruiter will be able to provide you with your organisation's Equal Opportunities Policy. You will read our Statement of Fair Processing when you start your application.

Errors on the application form will cause delays in processing.

You can find help with your application by accessing our video tutorial: [CLICK HERE](https://www.youtube.com/watch?v=eK4qZa_RG1Q) or go to [https://www.youtube.com/watch?v=eK4qZa\\_RG1Q](https://www.youtube.com/watch?v=eK4qZa_RG1Q)

For the purpose of this electronic application, access to information supplied by and relating to you is given to our agent in order to process the disclosure application. All information is stored with the utmost of security in accordance with the DBS Code of Practice and Data Protection Act).

# Getting Started

## Logging onto the system

Please click on the link below to access the system. Please don't type in the details as you can end up on the wrong website.

<https://disclosure.capitarvs.co.uk/ccpas/applicantLogin.do?applicationType=crb>



Please note at this stage of the process your login details are case sensitive.

**Start New Application**

Organisation Reference (\*):

Organisation Code:

**Enter** ➔

Enter your organisation reference number and organisation code. Your Recruiter will have given you this information in the email that accompanied this guide. If you haven't been given these please contact your Recruiter.

Once you have completed this section click 'Enter'.

## Statement of Fair Processing

You will now be taken to the 'Statement of Fair Processing' outlining our terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.

Once you have ticked the consent box please click 'Next'

## Application Pre-Entry Statement

You will now see the application pre-entry statement; this gives concise information of the requirements by the DBS regarding acceptable identification in support of your DBS application. Once you have ticked the consent box please click 'Next'

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (\*)

## Section 1- About You

Please enter your personal details. If you have a middle name(s) ensure that you enter the details. Any missing information from this or any other section can severely delay the processing of your DBS Check.

Gender (\*): -- select -- ▾

Title (\*): -- select -- ▾

Forename (\*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (\*):

Date of birth (\*): -DD- ▾ -MM- ▾ -YYYY- ▾

NI Number:

**Contact Details**

Language (\*): -- select -- ▾

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:

**i** If you have provided a UK mobile number we may text you about your application. If you do not want to receive texts untick the 'Allow SMS Alert' box.

Allow SMS alerts:

If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted

Email Address:

Previous ◀

Next ▶



Please be very careful when entering your details as some internet browsers have an 'autofill' facility which can result in names being repeated or even names of other members of your household.

Once you have completed this section click 'Next'.

## Section 2- Address History

Please enter your current address - this will be cross-matched with your ID documents. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process and for security reasons your application will not be saved.**

**Current Address**

Address Line 1 (\*):

Address Line 2:

Town (\*):

County:

Country (\*):

Date from (\*):

### Address Dates

There cannot be any gaps/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively. An easy way to show this is for the student to enter their home address as their current address - they will need to show ID which confirms it. The current address would need to show the start date as the current month and year. For previous addresses show the student one/s (again going up to the current month and year). If the university dates cover less than 5 years you would repeat the home address but this time from the date originally moved in. Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

### Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail UK Postcode Finder link provided within the address information box.

### No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel, Police Station or Town Hall address in the location where you were based.

### Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'no fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

## Section 3 – Additional Info

**Place of Birth**

Town (\*):

County:

Country (\*):

Nationality at birth (\*):

Have you changed your nationality since birth? (\*):

Have you changed your birth surname? (\*):

**Other Names**

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

### Place of Birth

Please enter details of your place of birth.

### Nationality at Birth

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

### Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

### Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

## Section 4 – Employment Details

**Employment Details**

Position Applied For (\*):

Employer Name (\*): CHEQS ORGANISATION

**Conviction History**

Please refer to: **Rehabilitation of the Offenders Act**. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer\*

\*For exceptions to this legislation or for more information please refer to **Rehabilitation of Offenders Act 1974** at:  
[www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (\*):

### Position Applied For

Please provide the name of the position you are applying for as supplied by your Recruiter in the email accompanying this guide. Please do not progress with the application until they have given you the approved title.

### Employer Name

This has been defaulted to the organisation you are applying through and must not be amended.

## Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'no'. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules, then select 'no'.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules) please select 'yes'. You should also be given details of this on the self-declaration form.

For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act of 1974 and the DBS filtering guidance.

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

<http://www.gov.uk/government/collections/dbs-filtering-guidance>

## Section 5- Confirmation and Consent

Now read through your application to ensure that there are no omissions/errors before you submit your application. **Carefully check that your internet browser's 'autofill' facility has not repeated or entered any additional names.** If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

By completing the form you will be consenting to the transfer of your information to CCPAS, our agent and the Disclosure and Barring Service for the purpose of a Disclosure Application.

You will be required to confirm that the information you have provided in support of the application is complete and true and understand that to knowingly make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent. Then click 'Complete'.

## **Congratulations You've Completed Your Application!**

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes, as your employer may ask you for it. If you entered a valid email address onto your application form you will receive a confirmation email containing these details.

Your information will be forwarded to your Recruiter for the checking of your identity documents.

### **Next step - Identity verification**

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified. You will need to provide your Recruiter with original identity documents (see page 8); or alternatively ask them about the Post Office ID Checking Service if you are unable to post your ID or provide it in person.

### **Tracking the progress of your application with the DBS**

If you supplied a valid email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information.

This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences. You can also use your DBS application reference number to register with the DBS update service, see <https://www.gov.uk/dbs-update-service>

### **Receiving your Disclosure Certificate**

Once the disclosure process is complete, the DBS will post your certificate directly to you at the address you provided on your form. Please be aware that this is an important document and your Recruiter may need you to show your certificate to them before you start work in your role.

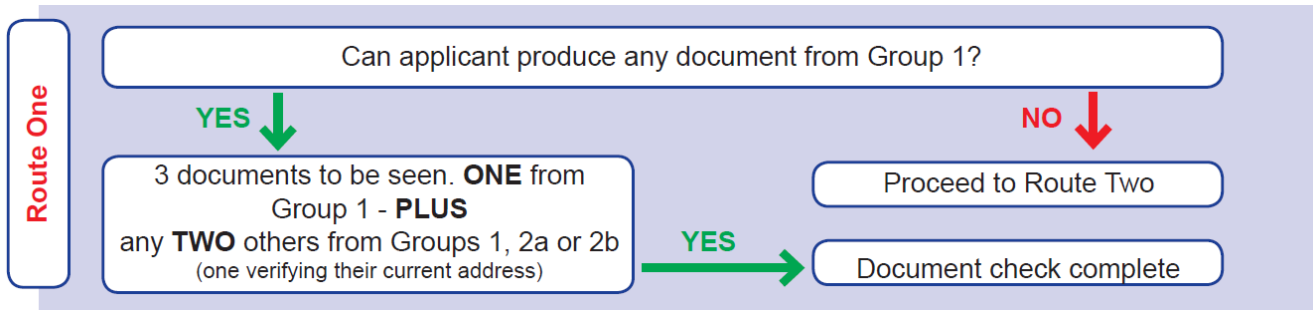


# What Documents Do I Need to Produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf)

All applicants must initially be considered for Route One except for Non-EEA Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

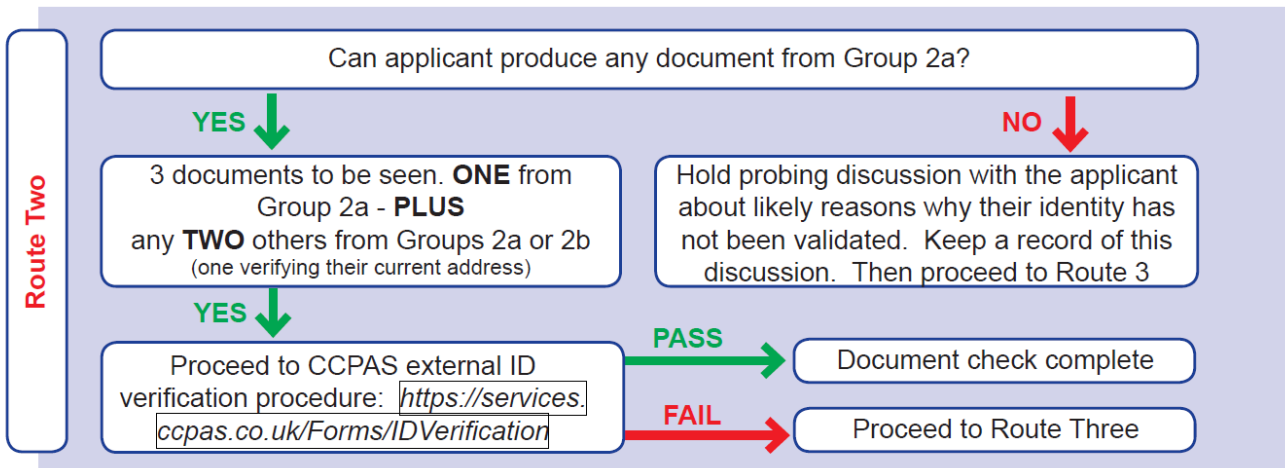
Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/decree absolute etc



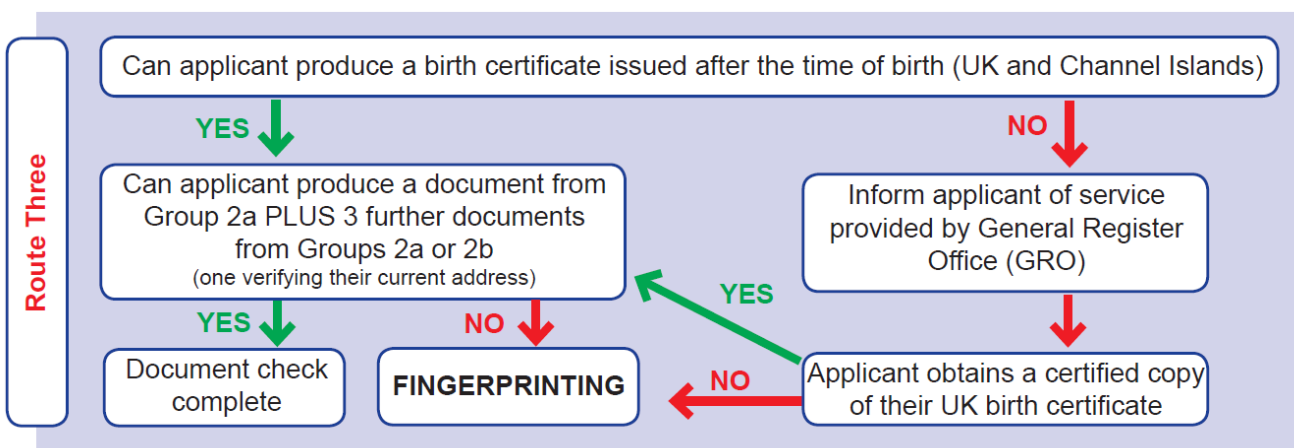
If the applicant has satisfied this route, then the document check is complete.

**IMPORTANT NOTE - EEA Nationals (Non-UK):** Where an EEA National has been resident in the UK for five years or less, the Recruiter must validate identity via Route One through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform CCPAS Disclosure Service, in writing, of a valid reason for using Route 2.

If the applicant cannot produce a Group 1 document then go to Route Two.



If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



## What Identity Documents Are Accepted?

### Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport.
- Biometric Residence Permit (UK).
- Current valid driving licence – photocard - (full or provisional). UK/Isle of Man/Channel Islands and EEA. All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

### Group 2a – Trusted Government/State Issued Documents

- Current valid driving licence- photocard (full or provisional). All countries outside of the EEA (excluding Isle of Man and Channel Islands)
- Current valid driving licence – paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Immigration document, visa or work permit - (Issued by a country outside the EEA.) - Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Isle of Man and Channel Islands).

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA) \*
- Bank/Building Society Statement (countries outside the EEA) – the branch must be in the country where the applicant lives and works.
- Bank/Building Society Account Opening Confirmation Letter (UK)\*.
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment (UK).
- P45/P60 Statement \*\*(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Letter of Sponsorship from future employment provider \*\*\* (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)\* – Not Mobile Telephone bill.
- Benefit Statement\* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HMRC.
- EEA National ID Card. \*\*\*
- Cards carrying the PASS accreditation logo \*\*\* (UK, Isle of Man and Channel Islands).
- Letter from Head Teacher or College Principal \*\*\* (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

**Please note: If a document in the List of Valid Identity Documents is:**

**Denoted with \* - it should be less than three months old.**

**Denoted with \*\* - it should be issued within the past 12 months.**

**Denoted with \*\*\* - it must still be valid.**

**Not denoted- it can be more than 12 months old.**

# Self-declaration Form

## For a Position Requiring; An Enhanced Level Check With Barring Disclosure

### STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the General Data Protection Regulations made effective from May 25th 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the Application Form and return it, to the Lead Recruiter detailed below, in a separate sealed envelope

To: \_\_\_\_\_  
(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: \_\_\_\_\_  
\_\_\_\_\_

Position applied for: \_\_\_\_\_

### CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below. If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has there ever been any cause for concern regarding your conduct with children, young people, or adults at risk? Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk.

Yes    No    (please tick)

If yes, please give details

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## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – <https://www.gov.uk/government/publications/dbs-privacy-policies>. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.**

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children or adults at risk. (please delete which does not relate to the post you are applying for).

I confirm that I am not barred from working with children OR

I confirm that I am not barred from working with adults at risk

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and/or adults at risk in positions which fall outside the scope of regulated activity should not complete the declaration above.

[\\*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

### Notes - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>