



Careers
and Ideas
Gyrfaoedd
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A HOW-TO
GUIDE

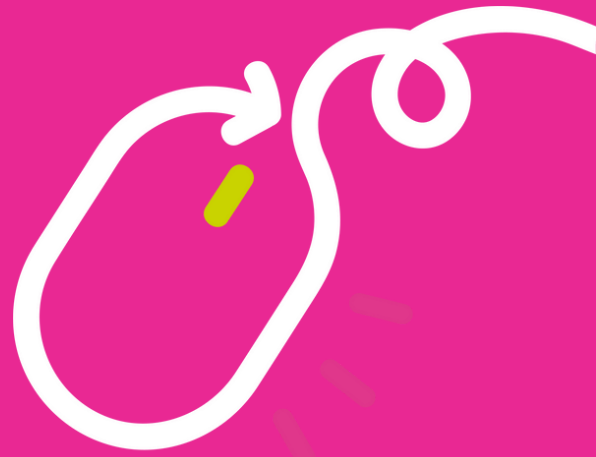
HOW TO...

APPLY FOR YOUR DBS CHECK
WITH CHECKS DIRECT



FIRST STEPS...

BY FOLLOWING THESE INSTRUCTIONS
STEP BY STEP YOU WILL BE ABLE TO
REGISTER AND PROVIDE THE
REQUIRED INFORMATION FOR YOUR
DBS APPLICATION.



#1 VISIT WWW.ONLINEDBS.CO.UK/EBULK/SELF-SERVICE.PHP

#2 CLICK 'REGISTER WITH US' TO FIRST SET UP USER
INFORMATION

#3 COMPLETE THE APPLICANT REGISTRATION FORM. MAKING
SURE TO INCLUDE YOUR FORENAME, SURNAME, DATE OF
BIRTH, EMAIL ADDRESS AND ENTER THE
ORGANISATIONAL PIN CODE: 29159

#4 PRESS 'PROCEED' AND ENTER THE ORGANISATIONAL
PASSPHRASE: Cardiff2019

#5 CREATE YOUR PASSWORD (MUST INCLUDE AT LEAST 8
CHARACTERS INCLUDING 1 UPPERCASE, 1 LOWER CASE, A
NUMBER AND SPECIAL CHARACTER)

NOW SUBMIT... WELL DONE!

NEXT STEP... ID CHECKS

AS PART OF THE DBS APPLICATION YOU WILL BE REQUIRED TO PROVIDE 3 SEPERATE FORMS OF IDENTIFICATION. THERE ARE VARIOUS DIFFERENT ID DOCUMENTS THAT ARE APPROPRIATE.

FOR EXAMPLE:

- VALID PASSPORT
- CURRENT DRIVING LICENSE
- BANK STATEMENT
- BIRTH CERTIFICATE



SO WHAT ID SHOULD I BRING?

THERE ARE VARIOUS DIFFERENT FORMS OF ID THAT ARE ACCEPTABLE FOR YOUR DBS CHECK - ALTHOUGH CERTAIN DOCUMENTATION MUST BE PROVIDED TOGETHER.

BELOW YOU CAN SEE THE ACCEPTABLE DOCUMENT LIST WHICH PROVIDES INFORMATION ON WHICH ID DOCUMENTS CAN BE BROUGHT TOGETHER.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check - 'the applicant' - must give their employer original documents proving their identity. The documents needed will depend on the route the application takes.

The applicant must try to provide documents from route 1 first.

Route 1

The applicant must be able to show:

- 1 document from Table 1, below
- 2 other documents from either Table 1 or Table 2a or 2b, below

One of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Table 1, then they must be able to show:

- 1 document from Table 2a
- 2 other documents from either Table 2a or 2b

One of the documents must show the applicant's current address.

The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it hasn't been possible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- 1 document from Table 2a
- 3 further documents from Table 2a or 2b

One of the documents must show the applicant's current address.

If the applicant can't provide these documents they may need to be fingerprinted.

Table 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands (full or provisional)
Birth certificate - issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces

Table 2a: Trusted government documents

Document	Notes
Current driving licence – old-style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Adoption certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK and Channel Islands

Table 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Must still be valid
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid

Document	Notes	Issue date and validity
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

ONCE YOU HAVE COLLECTED TOGETHER 3 SEPERATE FORMS OF ID YOU MUST CONTACT THE CAREERS AND IDEAS TEAM TO ARRANGE AN APPOINTMENT.

HERE WE WILL GO THROUGH THE DBS APPLICATION AND VERIFY YOUR ID.



FINAL STEPS

ONCE WE HAVE VERIFIED YOUR DOCUMENTS AND COMPLETED THE ID CHECK OF YOUR DBS, YOU WILL RECEIVE AN EMAIL ASKING YOU TO LOG BACK INTO YOUR PORTAL AND MAKE A PAYMENT OF £45.04.

CONTACT US

IF YOU WOULD LIKE TO BOOK AN ID CHECK APPOINTMENT WITH US OR HAVE ANY QUERIES REGARDING YOUR DBS APPLICATION YOU CAN REACH THE CAREERS & IDEAS TEAM AT THE FOLLOWING EMAIL ADDRESSES:

- WORKPLACEMENTS@CAVC.AC.UK
- GOWEN1@CAVC.AC.UK
- CWADE@CAVC.AC.UK
- LELDRIDGE@CAVC.AC.UK