



DBS Applicant Guidance Verification by Post Office

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE



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DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

The following guidelines are written for applicants who wish to use the Post Office service for ID Verification.

To check if your local Post Office provides the ID Checking service use the link below. Select 'ID Checking Service' from the service required box and then enter your postcode. You will then be provided a list of your local post offices. www.postoffice.co.uk/branch-finder

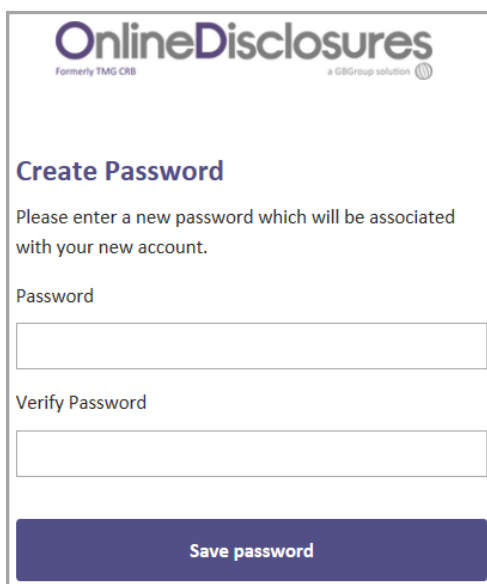
How to apply

1. Contact British Canoeing (Email: Helen.laywood@britishcanoeing.org.uk Tel: 0845 3709525)
2. British Canoeing will confirm if you are eligible to apply for a DBS Check.
3. British Canoeing will register your name and email address with the ONLINE DISCLOSURES online system.
4. Once your details have been registered, you will receive an email from ONLINE DISCLOSURES containing your login information and a link to ONLINE DISCLOSURES's online service.

(Please note that this British Canoeing guidance document is based on the ONLINE DISCLOSURES guidance, but made more specific to you and British Canoeing. Therefore although it may be useful to refer to both, we recommend following the British Canoeing document as it will include additional information you need to be aware of).

Activation Email

- You will receive an activation email which you will need to open. Click on the activation link.
- You will be asked to create a password. This should be something memorable as you will need it to sign in to '**Online Disclosures**' in the future.
- The password has to be at least 8 characters in length, be a combination of UPPER CASE and lower case and numbers (0-9). You can add special characters (@!%\$£) to increase your password security strength.
- Verify your password by entering it again and click '**Save Password**'.
- Once your password has been confirmed, follow the onscreen guidance to reach the login page



Please note: if you have not been sent an activation email then please contact helen.laywood@britishcanoeing.org.uk.

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Statement of Fair Processing

Please confirm below that you agree to the following statement

The DBS was established in December 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Applications for Basic criminal record checks are processed by Disclosure Scotland.

In this fair processing statement, "we", "us" and "our" refers to the organisation requesting a criminal record disclosure.

By accessing the Website and providing us with your personal details, you agree to accept and be bound by our privacy policy, the key terms of which are non-exhaustively summarised in this fair processing statement.

All information is stored in a secure environment, compliant with ISO27001. All information for a Disclosure is encrypted and submitted to and from DBS via secure government pathway.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

All organisations requesting criminal record Disclosures are required to:

- Abide by the DBS/DS Code of Practice
- Abide by the Data Protection Act 1998
- Have a policy for the recruitment of ex-offenders and a policy for secure storage, handling, use, retention and disposal of Disclosure Certificates and Disclosure Information

All information requested is used solely for the purpose of producing a Criminal Record Disclosure and is collected, stored and processed by us and the DBS or Disclosure Scotland in accordance with the Data Protection Act 1998. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our Criminal Record online service to you; or (iii) as required by law.

Applicants using this service for the purpose of obtaining a Basic Disclosure from Disclosure Scotland consent to:

- Their Disclosure Certificate dispatched to the Registered/Responsible Body instead of their home address.
- The exchange of electronic data between Disclosure Scotland and Registered/Responsible Body which may indicate the presence, or otherwise, of information on central records.

☐ I have read and accept the above terms

Proceed with application

When you log in to the system for the first time you will be asked to read and accept the *Statement of Fair Processing*. In order to proceed you must tick to confirm you accept the terms in the statement.

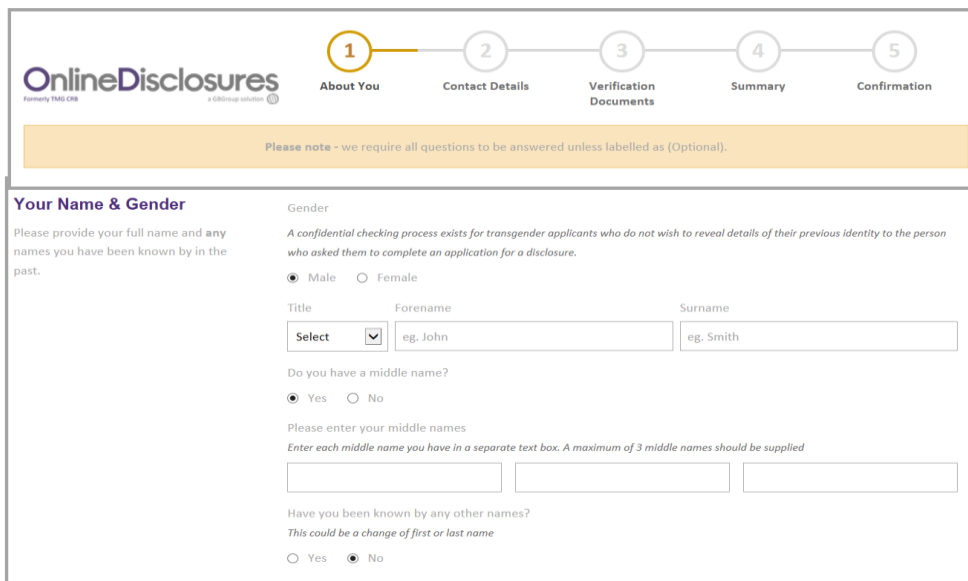
Completing the application form

The online application is broken down into four steps:

1. Applicant Details
2. Identity Document Selection
3. Confirmation
4. Summary

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

1. Applicant Details



The screen (above) allows you to fill in all the personal details required for a DBS application. Onscreen guidance for each field will appear on the right hand side as you go down the form.

- **Gender:** Select your Gender
(*A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure.)
- Select your **title** from the drop down list.
- Type in your full **Forename and Surname**.
Important: Shortened names, 'nicknames' and only initials should not be used unless these match your Identity Documents (ID).

(*If you are a transgender applicant, complete the application process in full including ID Verification, then email the DBS at sensitive@dbb.qsi.gov.uk, where they will be able to add this information to your application confidentially)

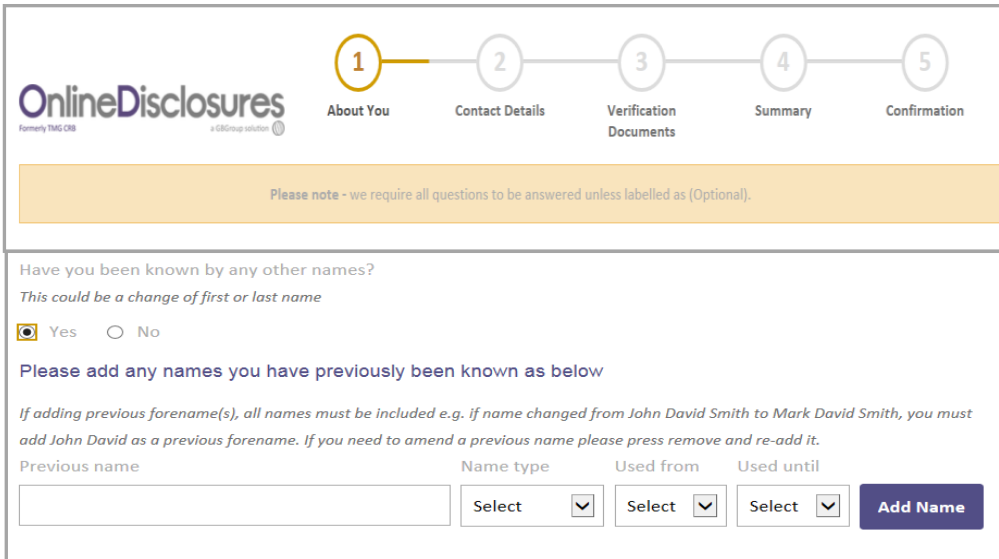
Middle Name(s)

- If you have a middle name, select **'Yes'**.
- Enter all your middle names. One middle name per box. The details of all middle names must be entered.
- If you have more than three middle names you will NOT be able to complete the Disclosure application online. Please contact ONLINE DISCLOSURES to complete a paper application.
- To enter up to three middle names, enter each name separately in the box and click the + button.
- If you do not have a middle name select No.

You can save and return to your application at any point up to submitting it to the Post Office. Mandatory fields are marked with a *. Please note: if your title is Mrs or Ms the DBS require your surname at birth even if it has not changed.

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Name History



If you have ever been known by a name other than your birth or current name, you will need to add them here (see above screen shot).

Enter your previous name. Select the name type i.e. forename or surname from the drop down. Enter the year that you used this name from and until.

Click Add Name. Repeat this process until all previous names have been entered. To remove a name, click remove.

- Please Note: If adding previous forename(s), all forenames must be included e.g. if name changed from John David Smith to Mark David Smith, you must add John David as a previous forename.
- Continue adding names until name history is complete. Click 'Return' to go back to the main application form

Additional Details

If you have any of the following please enter the details when prompted. Please note, these details are not required, however providing them may reduce the time taken by DBS to complete the relevant checks.

- National Insurance number (this can be found on your NI card, P45/P60 or any correspondence from HM Revenue and Customs)
- Valid UK Driving Licence
- Valid Passport

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Birth Details

Birth Details

Please provide details about your place of birth.

Date of birth
 - - e.g. 31 - 12 - 1960

Town you were born in
This can be found on your birth certificate or passport.

County you were born in (Optional)
Your county at birth as it appears on your birth certificate.

Country you were born in
 ▼

Birth nationality (Optional)

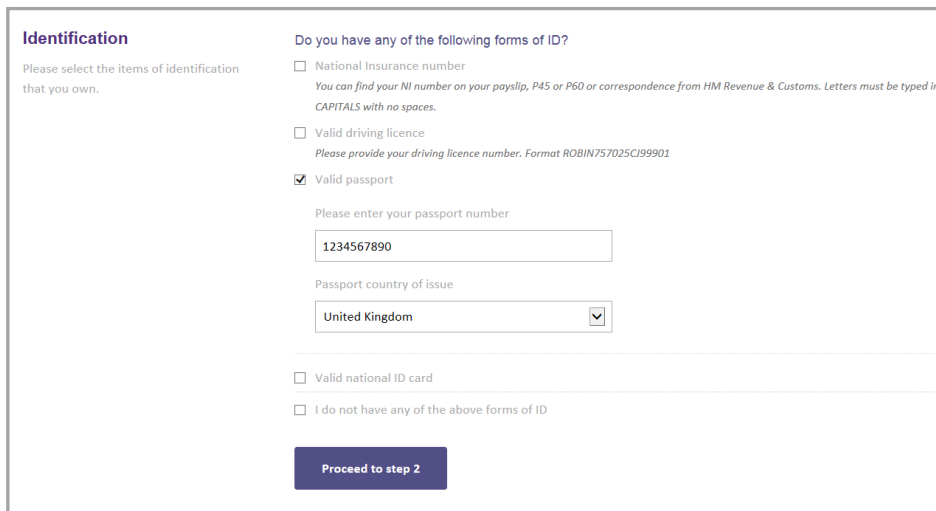
Mothers maiden name (Optional)
A maiden name is a woman's surname or family name before she is married. Forenames should not be included.

- Date of Birth: Enter your date of birth in the following format DD/MM/YYYY
- Enter the name of the town you were born in i.e. Nottingham
- Select from the drop down list the country you were born in
- Please Note: The details of Birth County, Birth Nationality and Mother's Maiden Name are not required for all types of disclosure checks. If they are marked as 'optional', you do not need to complete them.

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Identity Document Selection

In order to progress with your application you must have your identity documents validated by an authorised document Verifier (in this case it will be your local Post Office). This screen allows you to pre-select the documents you want to have verified.



The screenshot shows a web form titled 'Identification'. On the left, it says 'Please select the items of identification that you own.' On the right, under the heading 'Do you have any of the following forms of ID?', there are three options: 'National Insurance number' (unchecked), 'Valid driving licence' (unchecked), and 'Valid passport' (checked). Below these, there are input fields for 'Please enter your passport number' (containing '1234567890') and 'Passport country of issue' (a dropdown menu showing 'United Kingdom'). At the bottom, there are two more options: 'Valid national ID card' (unchecked) and 'I do not have any of the above forms of ID' (unchecked). A blue button labeled 'Proceed to step 2' is at the bottom right.

You are expected to click on the box next to the relevant and valid documentation that you have. You must enter all required information for the document you have selected.

Please note: Do not click the box alongside the document if you do not have it

The system will tell you when you have sufficient documents.

If you do not have any of the relevant documents click on the box to state this.

Click 'Proceed to Step 2'.

You will need to take original copies of the documents to the Post Office. See information under 'Verification Meeting' on page 14.

Address History

DBS requires you to provide all the addresses you have lived at during the last five years, including all university and overseas addresses.

- Click on one of the three buttons on the next page, which best describes your address history to go to step 2.

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

I am currently living in the UK, and have done, for the last 5 years.

I have visited another country/countries or lived abroad for longer than a month, at any one time, during the last 5 years.

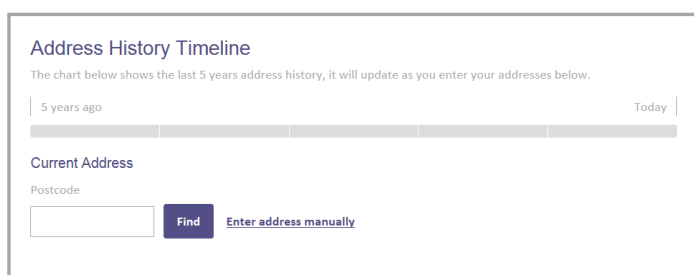
In the last 5 years I have lived away from home whilst at University.

See instructions below for each of the three options.

Step 2

I am currently living in the UK, and have done, for the last 5 years

- Enter your post code, click **'Find'**
- Select your house number/name from the drop down list.
- Enter the date that you moved in, click **'Confirm'**.
- If for some reason the automatic look up cannot find your address, it is possible for you to enter your address details manually. Click **'Enter address manually'**
- Enter your details manually and click **'Confirm'**
- After you have entered your current address, click **'Add Another Address'**
- Follow the same steps for **automatic look up** or enter previous address details **manually**



Address History Timeline

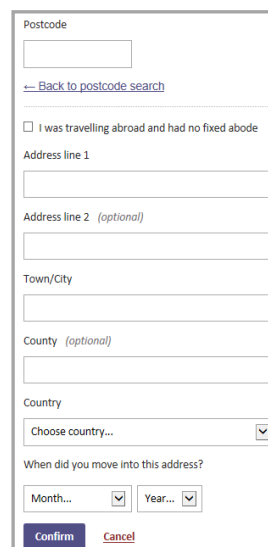
The chart below shows the last 5 years address history, it will update as you enter your addresses below.

5 years ago | Today

Current Address

Postcode

[Find](#) [Enter address manually](#)



Postcode

[← Back to postcode search](#)

☐ I was travelling abroad and had no fixed abode

Address line 1

Address line 2 (optional)

Town/City

County (optional)

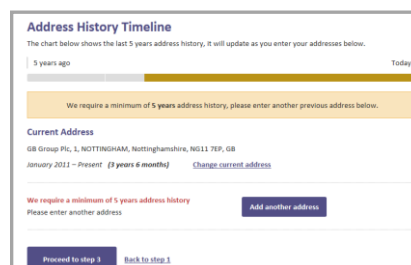
Country

Choose country...

When did you move into this address?

Month... Year...

[Confirm](#) [Cancel](#)



Address History Timeline

The chart below shows the last 5 years address history, it will update as you enter your addresses below.

5 years ago | Today

We require a minimum of 5 years address history, please enter another previous address below.

Current Address

GB Group Plc, 1, NOTTINGHAM, Nottinghamshire, NG11 7EP, GB

January 2011 – Present (3 years 6 months) [Change current address](#)

We require a minimum of 5 years address history

Please enter another address [Add another address](#)

[Proceed to step 3](#) [Back to step 3](#)

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

- Enter the month and year that you moved into this address and the month and year that you moved out. Click '**confirm**'
- **Repeat** until you have supplied address details for the last 5 years
- When you have sufficient address details, the address bar will be fully highlighted in green
- Click **Proceed to Step 3**

When did you move into this address?

Month... Year...

When did you leave this address?

Month... Year...

Confirm Cancel

We require a minimum of 5 years address history
Please enter another address

Step 2

I have lived abroad /travelled in the last 5 years, how do I enter my address details?

- Select Enter Address Manually.
- Tick the box next to: I was travelling abroad and had no fixed abode.
- Select the country from the drop down list.
- Enter the month and year that you entered this country.
- Click Confirm
- If more than 1 country was visited, provide the details of **all the countries you visited**. It is possible for the dates entered to overlap.
- Repeat until all addresses have been entered. The address bar will go green when sufficient address details have been entered.
- Click **Proceed to Step 3**.

Address History Timeline
The chart below shows the last 5 years address history, it will update as you enter your addresses below.

5 years ago Today

Postcode

Enter address manually

☒ I was travelling abroad and had no fixed abode

Country

Choose country...

When did you enter this country?

Month... Year...

When did you leave this country?

Month... Year...

Confirm Cancel

We require a minimum of 5 years address history
Please enter another address

Address History Timeline
The chart below shows the last 5 years address history, it will update as you enter your addresses below.

5 years ago Today

Current Address

GB Bishop Pk, 1, NOTTINGHAM, Nottinghamshire, NG11 7EP, GB

January 2020 - Present (5 years 8 months) [Change current address](#)

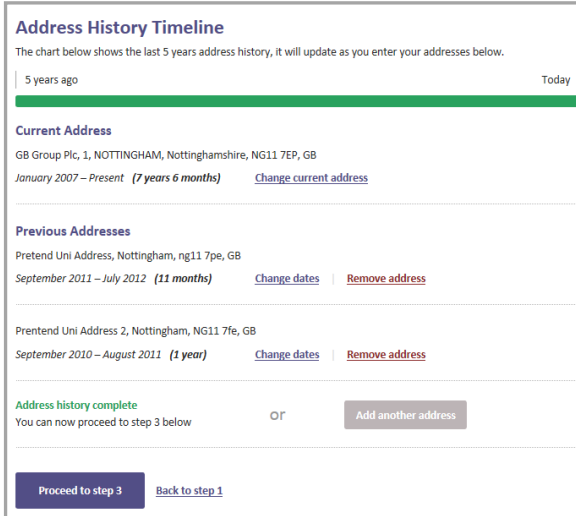
DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Step 2

I have lived away from home whilst at University, how do I enter my address details?

The Online Disclosures system allows you to enter overlapping addresses. If you have been to University and lived away from home during this time, you must supply the details of **all your university addresses**.

- Your ID is checked against the address you enter as your current address. Therefore it should **match the address shown on the ID you have selected for verification**.
- If you are currently living away from home but your ID relates to your home address, then **enter you home address details in the current address**.
- Any other addresses lived at can be added by clicking '**Add Another Address**'.
- An example of a student, currently living away at University who has lived in two previous addresses during term time is shown.

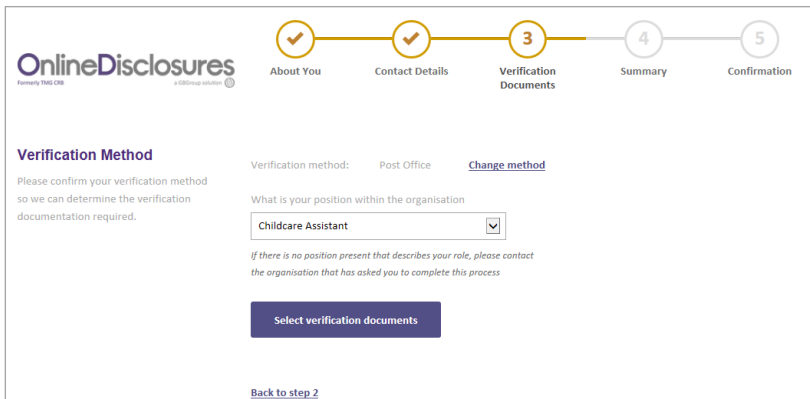


Confirmation: Step 3

How do I select my ID for Post Office Verification?

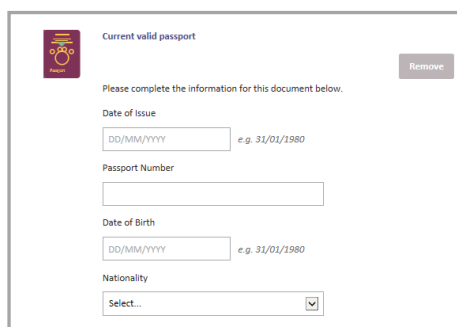
In order to complete your application you must have it validated by your local Post Office.

- The **default** method of verification is selected for Post Office. **Do not change the verification method without contacting British Canoeing.**
- Select your position from the drop down list. If there is **no** position that describes your role, please **contact** British Canoeing directly.
- Click **Select verification documents**.

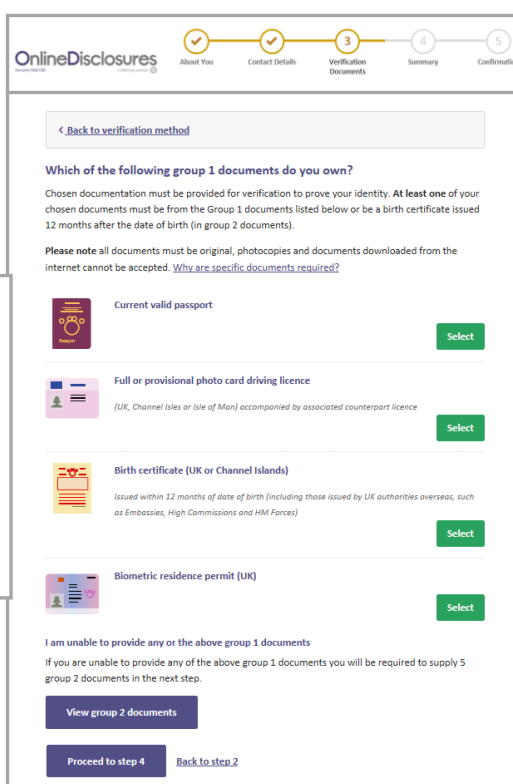


DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

- Select the ID from Group 1 that you want to use for verification.
- For each of the ID selected you will need to enter specific information.
Enter the details requested.



- Repeat for all ID document you wish to provide from this group.
- If no green bar appears, click **View Group 2 Documents**.



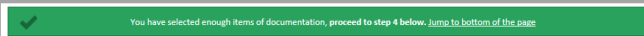
- If you **do not** have a Group 1 document then you **must** be able to supply a Birth Certificate (Issued 12 months after date of birth) from Group 2a, along with **4** other documents from Group 2a/b.
- **Please Note:** It is **important** to enter the **exact information** for each document. If the details entered **do not** match the ID shown at the Post Office, the Post Office will not be able to complete your application.

How do I select my ID for Post Office Verification?

- Select the ID from Group 2a/2b you want to use for your ID verification.
- For each of the documents selected you will need to enter specific information.
- **Enter the details requested.**

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

- Repeat for **all** of the ID documents you wish to provide from Group2a/2b.
- A **green** bar will appear at the top of the page when sufficient ID has been selected.
- You must confirm that you have selected sufficient ID for verification.
- Tick all 3** boxes and click **Proceed to step 4**.

 You have selected enough items of documentation, proceed to step 4 below. [Jump to bottom of the page](#)

Group 2a Documents

☐ Birth Certificate (UK or Channel Islands)
Issued 12 months after date of birth

☐ Driving Licence (UK non-photo, old style driving licence)

☐ Marriage/Civil Partnership Certificate
(UK, Channel Isles or Isle of Man) accompanied by associated counterpart licence

☐ Current Non-UK Photo Driving Licence
Valid only for applicants residing outside the UK at the time of application

☐ Adoption Certificate (UK)

☐ HM Forces ID Card (UK)

☐ Firearms Licence (UK)

Group 2b Documents

Issued within the last 3 months

☒ Bank/Building Society Statement (UK or EEA)
Date of issue
 e.g. 31/01/1980

☒ Credit Card Statement (UK or EEA)
Date of issue
 e.g. 31/01/1980

☐ Utility Bill (UK)
Electricity, gas, water, telephone. Not mobile phone bill

☐ Benefit Statement e.g. child allowance, pension

☐ Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands)
Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) eg from Dpt of Work and Pensions, Customs & Revenue, Job Centre

Please confirm the following

☐ At least one of the documents selected contains a current address

☐ At least one of the documents selected contains a date of birth

☐ Documentary evidence was provided for all name changes where available

[Proceed to step 4](#) [Back to step 2](#)

Summary

Application Overview

If you have a British Canoeing membership number you can enter it here.

This field is optional. If you are unsure what to put in here then leave it blank. If you would like to be updated via email of the progress of your application, tick the box.

Declaration

Answer the declaration question **Yes** or **No**.

To **Confirm that you** have read and agree to the terms stated, tick the box.

Click **Confirm & Submit Application**.

OnlineDisclosures
Formerly NEDS

Application Overview

Organisation name:

Personal reference number (Optional)

☐ I would like to be updated on my application progress via email updates (Optional)

Declaration

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014)?

☐ Yes ☐ No

Please read & confirm the following

By ticking the application declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

☐ I confirm I have read and agree to the above terms

[Confirm & submit application](#) [Back to step 3](#)

For full guidance on what convictions, reprimands or final warnings are considered 'Not' protected click [here](#).

Please contact ONLINE DISCLOSURES if you require any further assistance at onlinedisclosures@gbgplc or call 0845 251 5000

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

In completing the declaration and submitting the application you are giving consent for ONLINE DISCLOSURES to forward your details to the Disclosure and Barring Service (DBS) for the purpose of a Disclosure. Your data will be used for no other purpose.

Verification Meeting

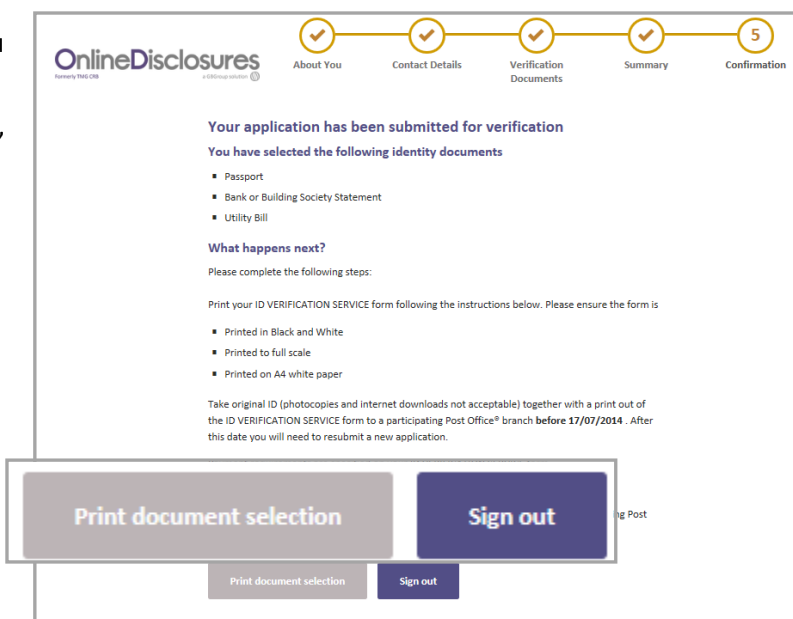
In order to have your ID verified, you must print out the ID verification form and take this to the Post Office, along with the ID listed.

To Print the ID Verification Form, Click **Print Document Selection**.

The ID Verification form will open in a PDF file.

You can either print it directly from the PDF or save the document to your desktop.

Click **Sign Out**



The screenshot shows the 'OnlineDisclosures' website interface. At the top, there is a progress bar with five steps: 'About You', 'Contact Details', 'Verification Documents', 'Summary', and 'Confirmation'. The 'Confirmation' step is highlighted with a yellow circle and the number 5. Below the progress bar, the text reads: 'Your application has been submitted for verification'. Underneath, it says 'You have selected the following identity documents' and lists: 'Passport', 'Bank or Building Society Statement', and 'Utility Bill'. Then, it asks 'What happens next?' and says 'Please complete the following steps:'. It then lists: 'Print your ID VERIFICATION SERVICE form following the instructions below. Please ensure the form is', 'Printed in Black and White', 'Printed to full scale', and 'Printed on A4 white paper'. Below this, it says 'Take original ID (photocopies and internet downloads not acceptable) together with a print out of the ID VERIFICATION SERVICE form to a participating Post Office® branch before 17/07/2014. After this date you will need to resubmit a new application.' At the bottom, there are two large buttons: 'Print document selection' and 'Sign out'. Below these, there are smaller versions of the same buttons.

Payment: Any payments required should be made at the Post Office once they have verified your ID.

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

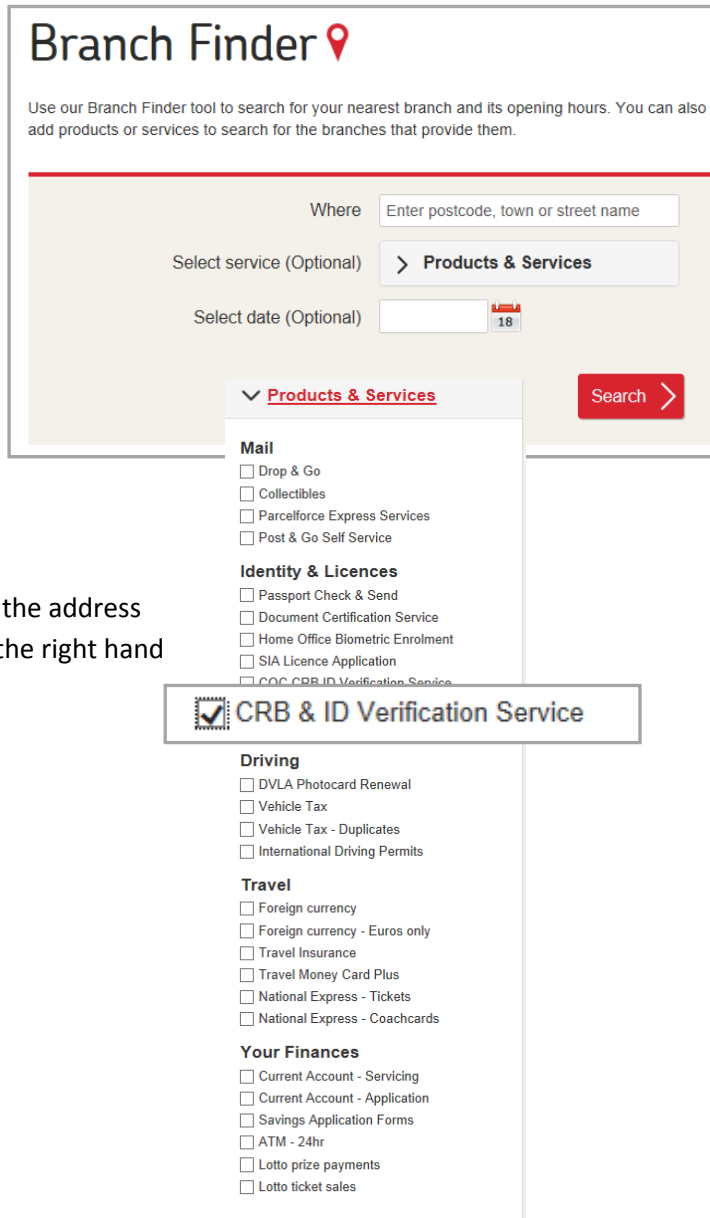
Post Office Branch Finder

Enter the address details you want to find the nearest Post Office branch to.

Click on **Products & Services**. From the drop down list select **CRB & ID Verification Service**.

Click **Search**.

The **nearest** branches in mile radius to the address information entered will be shown on the right hand side, along with a map.



Branch Finder

Use our Branch Finder tool to search for your nearest branch and its opening hours. You can also add products or services to search for the branches that provide them.

Where

Select service (Optional) > **Products & Services**

Select date (Optional)

Products & Services

- Mail**
 - ☐ Drop & Go
 - ☐ Collectibles
 - ☐ Parcelforce Express Services
 - ☐ Post & Go Self Service
- Identity & Licences**
 - ☐ Passport Check & Send
 - ☐ Document Certification Service
 - ☐ Home Office Biometric Enrolment
 - ☐ SIA Licence Application
 - ☐ **CRB & ID Verification Service**
- Driving**
 - ☐ DVLA Photocard Renewal
 - ☐ Vehicle Tax
 - ☐ Vehicle Tax - Duplicates
 - ☐ International Driving Permits
- Travel**
 - ☐ Foreign currency
 - ☐ Foreign currency - Euros only
 - ☐ Travel Insurance
 - ☐ Travel Money Card Plus
 - ☐ National Express - Tickets
 - ☐ National Express - Coachcards
- Your Finances**
 - ☐ Current Account - Servicing
 - ☐ Current Account - Application
 - ☐ Savings Application Forms
 - ☐ ATM - 24hr
 - ☐ Lotto prize payments
 - ☐ Lotto ticket sales

You can check on the progress of your application at any time by logging into your account. If you have opted to receive email updates you will be notified at each stage of the application process.

The Post Office has identified an error, what do I do?

To make any changes to the application after it has been submitted it has to be reactivated first. To get your application reactivated please contact **ONLINE DISCLOSURES**

Telephone: 0845 251 5000

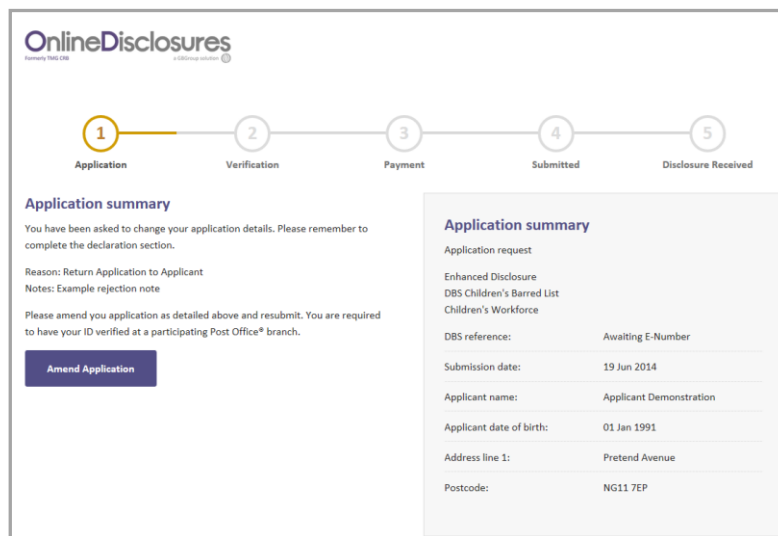
Email: onlinedisclosures@gbgplc.com

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Once the application has been reactivated you should **Sign In** and click **Amend Application**.

Make any changes required. Continue to **Step 4** and **resubmit** the application.

You must Print Out a new **ID Verification Form** and take it to the **Post Office**, along with the ID selected for verification.



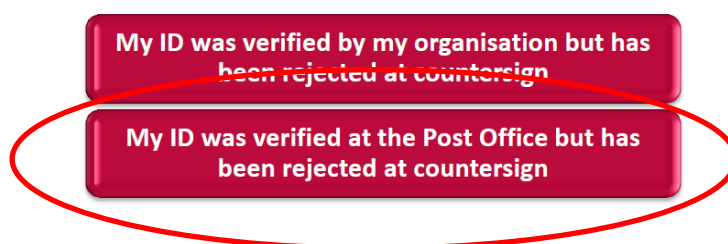
Application summary	
Application request	
Enhanced Disclosure DBS Children's Barred List Children's Workforce	
DBS reference:	Awaiting E-Number
Submission date:	19 Jun 2014
Applicant name:	Applicant Demonstration
Applicant date of birth:	01 Jan 1991
Address line 1:	Pretend Avenue
Postcode:	NG11 7EP

Rejection of your DBS Application

Once the application has been verified and submitted, the application will be further validated and countersigned. This means that the application is checked to ensure that there are no errors i.e., spelling or contradictions in the name, birth or address details.

If no errors/contradictions are found the application details will be uploaded, depending on the level of check required, to Disclosure and Barring Service (DBS) who will run the necessary checks to obtain the relevant disclosure certificate.

If errors/contradictions are found the Online Disclosures counter signatory team will **reject** the application. This will allow you to clarify or amend the details in question. How this will happen depends on how you get your ID verified.



My ID was verified at the Post Office but has been rejected at countersign, what do I do?

You **will be sent an email** to the email address you used to **Sign In** to ONLINE DISCLOSURES. This will advise you on what information is incorrect or needs clarifying. The email will **contain a link** to ONLINE DISCLOSURES, **click this** to be taken to our **Sign In** page.

Click **Amend Application** to make any changes to the information you have entered.

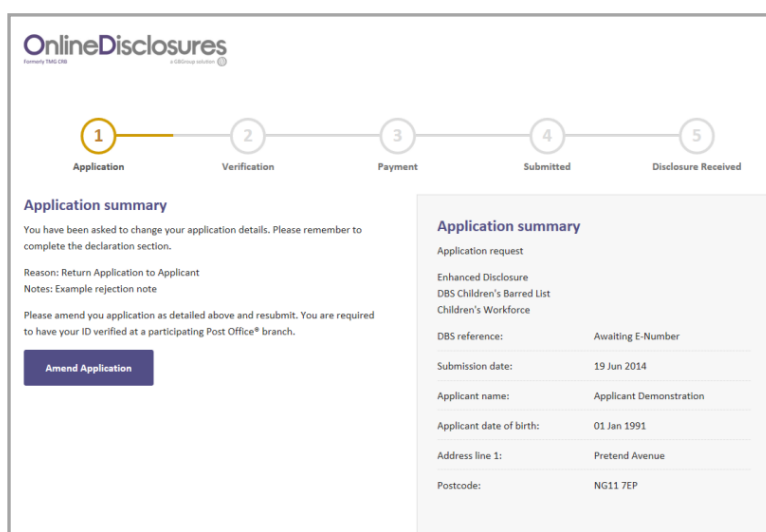
Please contact ONLINE DISCLOSURES if you require any further assistance at onlinedisclosures@gbgplc or call 0845 251 5000

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

Once you have made the changes, you will need to **submit the application again on Step 4.**

You will be told in the email if you are required to go to the **Post Office again OR** if you have **to contact ONLINE DISCLOSURES** once you have resubmitted the application.

It is **important** to follow the instructions in the email, if you do not contact ONLINE DISCLOSURES and you are asked to, this can lead to delays in your application being processed.



The screenshot shows the 'OnlineDisclosures' website interface. At the top, a progress bar indicates five steps: 1. Application (highlighted in yellow), 2. Verification, 3. Payment, 4. Submitted, and 5. Disclosure Received. Below the progress bar, the 'Application summary' section contains the following text: 'You have been asked to change your application details. Please remember to complete the declaration section.' It also lists 'Reasons: Return Application to Applicant' and 'Notes: Example rejection note'. A button labeled 'Amend Application' is visible. To the right, a table provides application details:

Application summary	
Application request	
Enhanced Disclosure DBS Children's Barred List Children's Workforce	
DBS reference:	Awaiting E-Number
Submission date:	19 Jun 2014
Applicant name:	Applicant Demonstration
Applicant date of birth:	01 Jan 1991
Address line 1:	Pretend Avenue
Postcode:	NG11 7EP

Completion of your DBS Application

Once the DBS checks are complete you will receive your Disclosure Certificate directly from DBS. No one else will receive a copy of your certificate.

If requested, you must send your DBS Certificate to ONLINE DISCLOSURES or British Canoeing within the specified deadline.

DBS Update Service

The DBS Update Service is an online service which, once subscribed to, allows your DBS Certificate to be kept up to date; providing the opportunity to make your Certificate portable (when certain criteria is met).

Once you have received your DBS Certificate you have 19 days to subscribe to the DBS Update Service.

Further information about the Update Service and its benefits can be found on the [DBS Update Service](#) pages of the British Canoeing website.

To subscribe to the DBS Update Service [click here](#).

If you choose to subscribe to the DBS Update Service and would like to use the service to replace the need to complete additional DBS applications for British Canoeing in the future* you will need to inform British Canoeing by completing a [DBS Status Check Authorisation Form](#) (this form can also be found on the British Canoeing DBS Update Service webpage).

(*This will be dependent upon your continual subscription to the Update Service, your certificate remaining current and your role and workforce remaining the same)

Please contact ONLINE DISCLOSURES if you require any further assistance at onlinedisclosures@gbgplc or call 0845 251 5000

DBS APPLICANT GUIDANCE VERIFICATION BY POST OFFICE

APPENDIX 1- Applicant Position

Use the table below to help decide which position best describes the applicant's role for which the DBS Check is being carried out for. Selecting the wrong role could result in the application being returned from DBS or ONLINE DISCLOSURES.

All roles listed below are in relation to carrying out the role for children under the age of 18 (with the exception of Supervisor of Regulated Activity and Professional Health Care Provider) and which meet the eligibility requirements for a DBS Check in terms of their frequency, venue and supervision.

Role	Description
Coach/ Instructor	A qualified or unqualified individual providing unsupervised coaching, teaching or instruction.
Leader/ Assistant	A qualified or unqualified Leader who is unsupervised or a qualified or unqualified individual providing unsupervised assistance or help to a leader, coach or instructor.
Club/Centre Welfare Officer	This will include deputy Club/Centre Welfare Officers and will be classed as someone who manages those in Regulated Activity.
Supervisor of Regulated Activity	A person responsible for managing or supervising (within sight or hearing at all times) an individual who, without the supervision, would otherwise be classed as being in Regulated Activity themselves.
Team Manager	An individual responsible for managing a squad/ team where all or some of the members are Under 18.
Professional Health Care Provider	An individual providing health care as a qualified health care professional (or under the direction or supervision of a qualified health care professional).
Driver	An individual who is providing transport solely for children.
Carer/ Chaperone	An individual who is providing care or acting as chaperone.
Host Family Parent*	An individual who is providing care and supervision for the child they are hosting in their home.
*You must also select 'Work from Home' when selecting this option for applicant position.	NB - if this is a private arrangement between parents a DBS check will not be required.