



# **DBS Applicant Guidance**

## **Verification by Club/Centre**

(Club/Centre which has a registered ID Verifier)

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE



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# DBS APPLICANT PROCESS

## CLUB/ CENTRE ID VERIFIER GUIDANCE

The following guidelines are written for a club/centre member, where the club/ centre have a DBS ID Verifier registered with ONLINE DISCLOSURES through British Canoeing.

**If your club/centre does not have a registered DBS Verifier please read the Guidance Notes for Verification by Post Office (G31).**

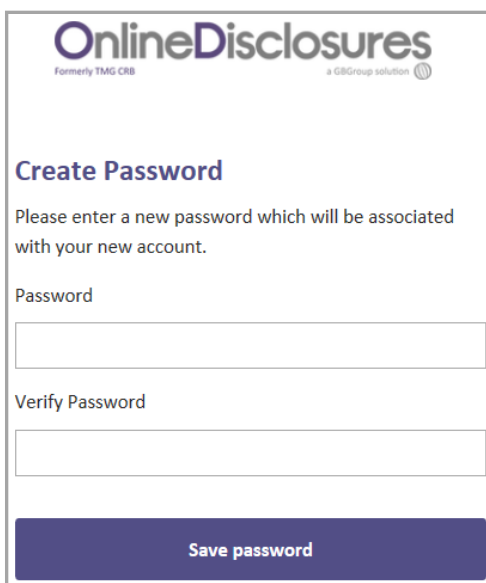
### How to apply

1. Contact your Club/Centre ID Verifier (in most cases this is your Club/Centre Welfare Officer).
2. The Club/Centre Verifier will confirm if you are eligible to apply for a DBS Check.
3. The Club/Centre Verifier will register your name and email address on 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: 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 your club/ centre ID Verifier.**

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## 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 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.

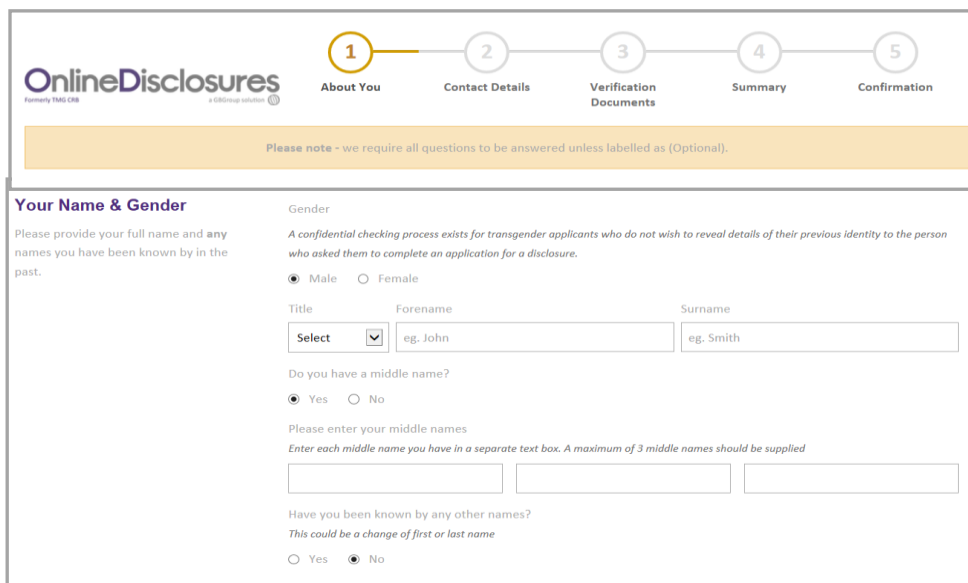
## Completing the application form

The online application is broken down into four steps (see following page):

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

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## 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@dbsgsi.gov.uk](mailto:sensitive@dbsgsi.gov.uk), where they will be able to add this information to your application confidentially)

### Middle Name(s)

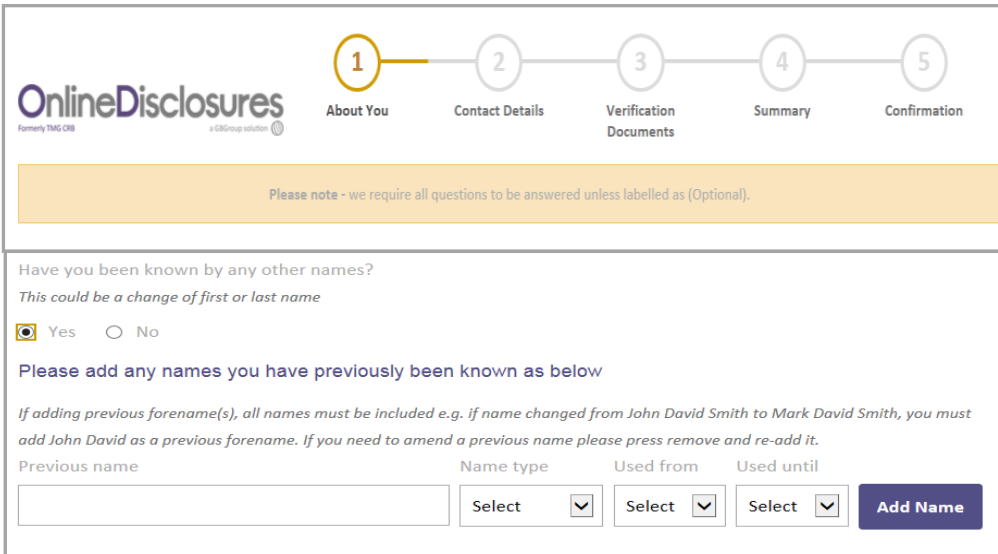
- If you have a middle name, select Yes.
- Enter all your middle names. One middle name per box. The details of all middle names must be entered.
- If you have more than three middle names you will NOT be able to complete the Disclosure application online. Please contact ONLINE DISCLOSURES to complete 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 your Club/Centre ID Verifier.

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 PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## 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 PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## 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)

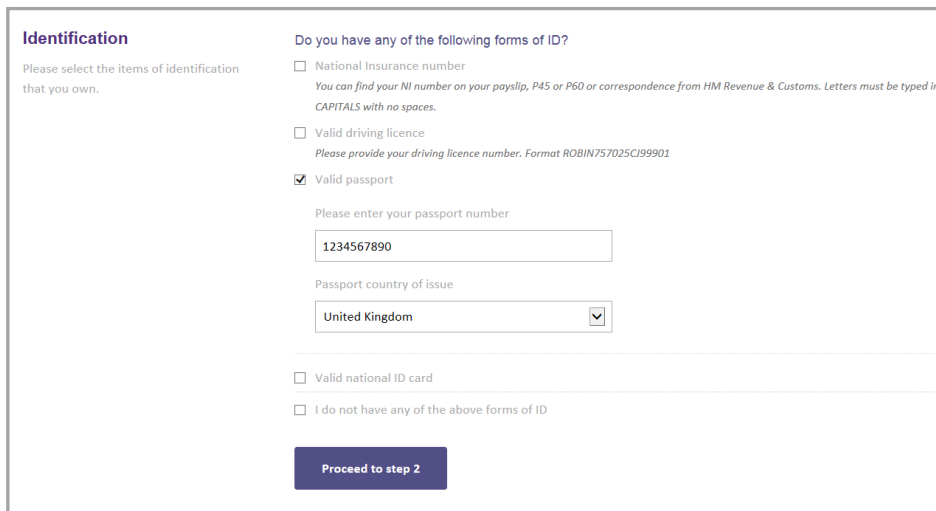
Mothers maiden name (Optional)  
*A maiden name is a woman's surname or family name before she is married. Forenames should not be included.*

- 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 marked as optional, you do not need to complete them.

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## Identity Document Selection

In order to progress with your application you must have your identity documents validated by an authorised document Verifier (in most cases this will be your Club/Centre Welfare Officer). This screen allows you to pre-select the documents you want to have verified.



The screenshot shows a web form titled 'Identification'. It asks the user to select the items of identification they own. There are three options: National Insurance number, Valid driving licence, and Valid passport. The 'Valid passport' option is selected with a checkmark. Below this, there are fields for the passport number (1234567890) and the passport country of issue (United Kingdom). There are also options for 'Valid national ID card' and 'I do not have any of the above forms of ID'. A 'Proceed to step 2' button is at the bottom.

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 document to the verification meeting with your club or centre ID Verifier. See information under 'Verification Meeting' on page 12.

## 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 PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

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.

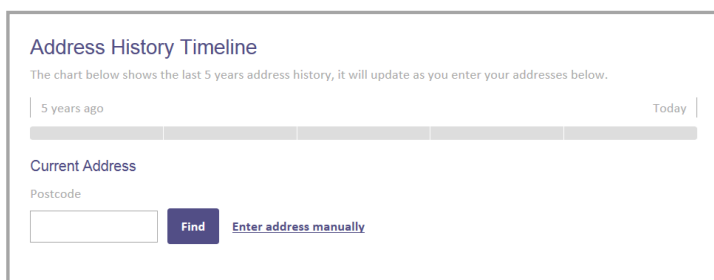
In the last 5 years I have lived away from home whilst at University.

See instructions below for each of the three options.

## Step 2

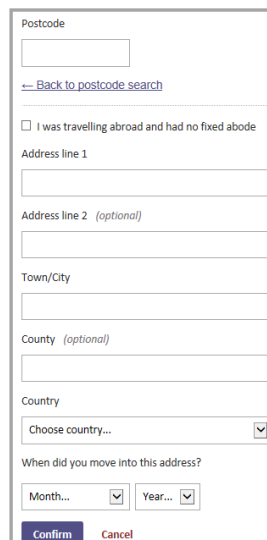
### I am currently living in the UK, and have done, for the last 5 years

- 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'**



The screenshot shows the 'Address History Timeline' interface. It features a timeline bar from '5 years ago' to 'Today'. Below the timeline, there is a section for 'Current Address' with a 'Postcode' input field, a 'Find' button, and a link to 'Enter address manually'.

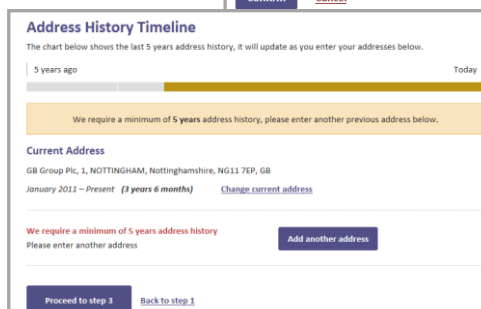
- If for some reason the automatic look up cannot find your address, it is possible for you to enter your address details manually. Click **'Enter address manually'**



The screenshot shows the manual address entry form. It includes fields for 'Postcode', 'Address line 1', 'Address line 2 (optional)', 'Town/City', 'County (optional)', and 'Country'. There is also a checkbox for 'I was travelling abroad and had no fixed abode'. Below these fields are dropdown menus for 'Month' and 'Year' to specify when the user moved into the address. 'Confirm' and 'Cancel' buttons are at the bottom.

- Enter your details manually and click **'Confirm'**

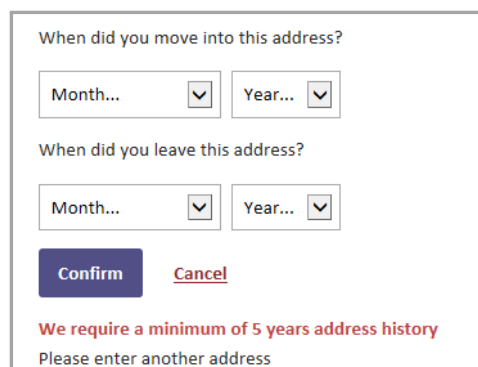
- After you have entered your current address, click **'Add Another Address'**



The screenshot shows the 'Address History Timeline' after a manual address entry. It displays the current address: 'GB Group Plc, 1, NOTTINGHAM, Nottinghamshire, NG11 7EP, GB' for the period 'January 2011 - Present (3 years 6 months)'. It includes a 'Change current address' link and a message: 'We require a minimum of 5 years address history. Please enter another address.' with an 'Add another address' button. At the bottom are 'Proceed to step 1' and 'Back to step 1' buttons.

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

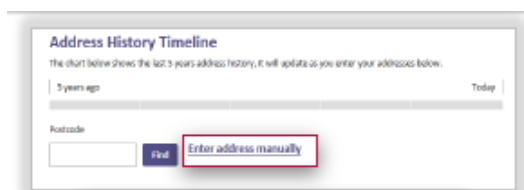
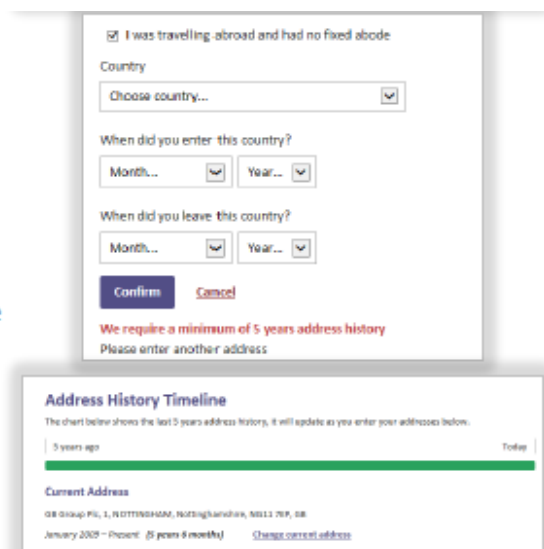
- Follow the same steps for **automatic look up** or enter previous address details **manually**
- Enter the month and year that you moved into this address and the month and year that you moved out. Click '**confirm**'
- **Repeat** until you have supplied address details for the last 5 years
- When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



## 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**.

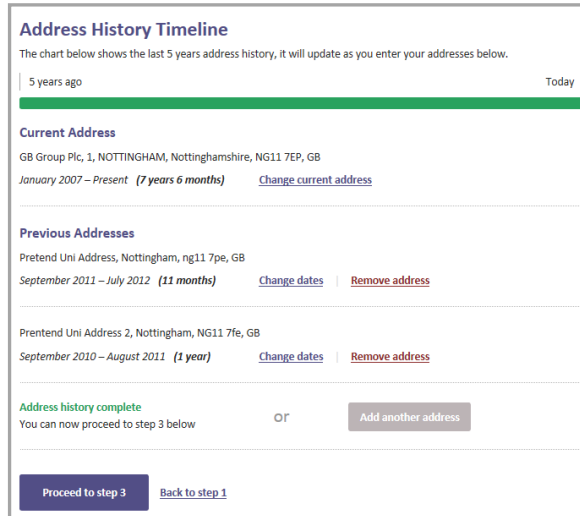
# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## Step 2

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

The Online Disclosures system allows you 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**.

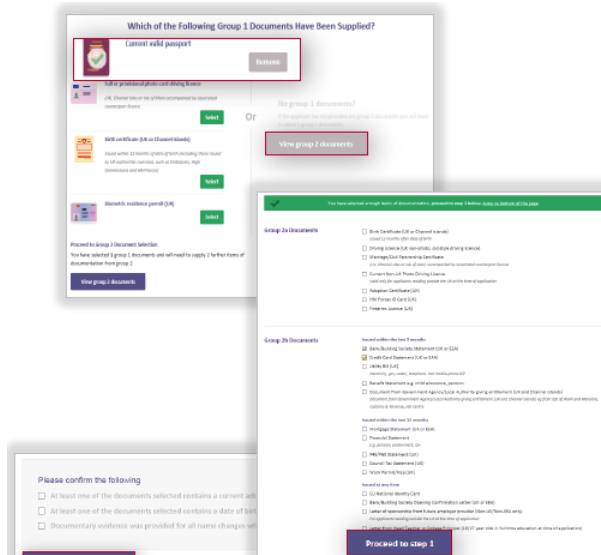
- Your ID is checked against the address you enter as your current address. Therefore it should **match the address shown on the ID you have selected for verification**
- If you are currently living away from home but your ID relates to your home address, then **enter you home address details in the 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

In order to complete your application you must have it validated by an authorised Verifier

- Click Select verification documents.
- Select the ID from Group 1 that you wish to use for verification.
- When sufficient ID has been selected a green bar will appear at the top of the application.
- If no green bar appears and you have selected all the document the applicant has from Group 1.
- Click View Group 2 Documents. Select the ID from Group 2a/2b that the wish to use.
- You must confirm that you have selected sufficient ID for verification.
- Tick all 3 boxes and click Proceed to step 4.



# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## Summary

### Application Overview

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

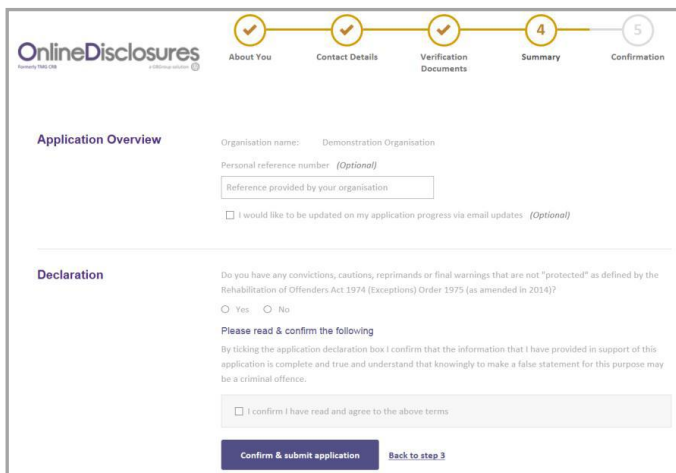
This field is optional. If you are unsure what to put in here then leave it blank. If you would like to be updated via email of the progress of your application, tick the box.

### 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**.



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

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

The next step is to arrange a verification meeting. At the meeting the Club/Centre ID Verifier will check your application for accuracy and validate your identity documents against the information you have provided.

The Club/Centre ID Verifier will also confirm the level of check required for your role and determine whether the post is on a voluntary or paid basis.

DBS define a voluntary position as ***'any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.'***

Please note that if a voluntary position is requested inappropriately payment will be required at a later date.

The Club/Centre ID Verifier will submit your verified application to ONLINE DISCLOSURES.

Please contact ONLINE DISCLOSURES if you require any further assistance at [onlinedisclosures@gbpgplc](mailto:onlinedisclosures@gbpgplc) or call 0845 251 5000

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE

## Payment and submission to ONLINE DISCLOSURES

If you are a **volunteer**, there is no charge for your application.

- On the Payment screen you must select '*Invoice*' if you are a volunteer and do not wish to be charged.

If you are in a **paid role**, you must make payment by either PayPal or a credit/debit card before ONLINE DISCLOSURES can process your application.

Payment can be made either at the verification meeting or at a later date. Please note, your application will not be submitted to ONLINE DISCLOSURES until payment is made.

To pay at the verification meeting click '*Pay Now*' and follow the onscreen instructions.

Please note: You **do not need a PayPal account** to make a payment. Payment can be made by **credit/debit card**. This will be processed through PayPal.

### PayPal

- If you have a PayPal account, log in with the correct email and password and press '**Log In**'
- Follow the instructions provided by PayPal

### Pay with a Credit/Debit Card

- If you **do not have a PayPal account**, click '**Pay with a Credit/Debit card**'
- Enter correct details on the next 3 screens
- Once payment has been authorised, click '**Continue**' to be redirected back to your account and your application will be submitted to ONLINE DISCLOSURES for processing. You will receive a confirmation email once payment is complete.

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.

## Rejection of your DBS Application

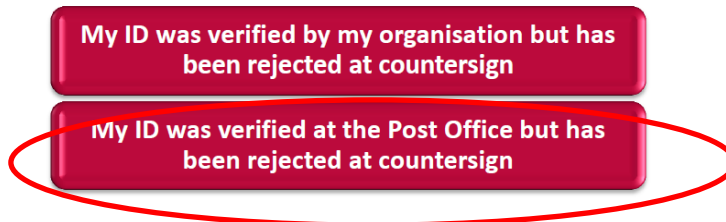
Once the application has been verified and submitted, the application will be further validated and countersigned. This means that the application is checked to ensure that there are **no errors** i.e., spelling or contradictions in the name, birth or address details.

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

# DBS APPLICANT PROCESS

## CLUB/ CENTRE ID VERIFIER GUIDANCE

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.**

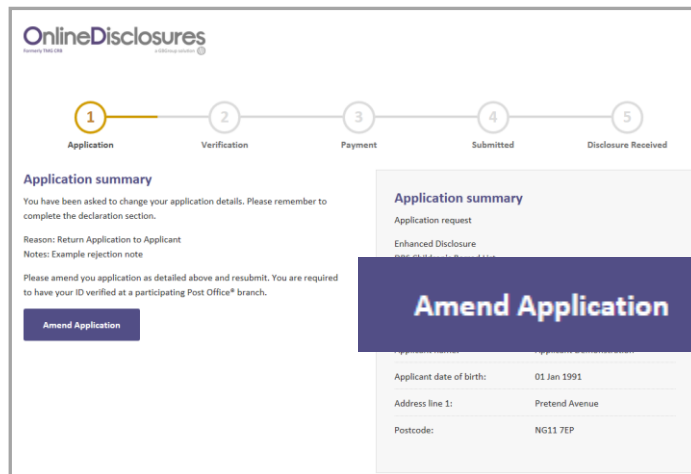


### My ID was verified by my club/ centre but has been rejected at countersign, what do I do?

If an error is identified during countersign this must be corrected before your application can continue be processed.

To be able to amend the incorrect information, your **club/ centre must reject** the application **back to you**. You will then receive an email which details, what needs correcting, a link to Online Disclosures.

**Click** the link contained in the email, **In** and click **Amend Application**.



to

plus

Sign

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

Your Club or Centre ID Verifier must **verify your ID documents again**, before it can be resubmitted to countersign.

**Please Note:** If you **do not** see the option to amend application please **contact ONLINE DISCLOSURES**.

### 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.**

British Canoeing will inform your Club/Centre ID Verifier once your check has been cleared.

Please contact ONLINE DISCLOSURES if you require any further assistance at [onlinedisclosures@gbgplc](mailto:onlinedisclosures@gbgplc) or call 0845 251 5000

# DBS APPLICANT PROCESS CLUB/ CENTRE ID VERIFIER GUIDANCE



## 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; enabling portability (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).