

Applying for a DBS Basic Disclosure

Contents

Logging onto the System.....	page 3
Statement of Fair Processing	page 3
1 About You	page 3
2 Address History.....	page 4
3 Additional Info.....	page 5
4 Employment Details.....	page 6
5 Confirmation and Consent	page 6
6 Completed Application	page 7
DBS List of Acceptable Identification	page 8

Logging onto the system

Go to:

thirtyoneeight.org/apply-for-a-check

This will take you to the 'thirtyone:eight **Apply for a Check**' page. Click on the **'Start application'** button and then select **'Start application'** under the Basic Disclosure Application heading.



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

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 **'Start'**.

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'**



Mistakes on the application form will cause delays in processing.

1

About You

If you are completing this application on behalf of someone else, please answer Yes to the third party details section, if not select No.



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

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'**.

Start New Application

For further guidance on what information is checked as part of this application, please click [here](#)

Please enter your Organisation Reference and Organisation Code to start a new application

About You

The application form is a simple 5 step process, please complete all fields provided. Mandatory fields are denoted by *

Third Party Details

ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE? *

Select

Personal Information

GENDER *

Select

TITLE *

Select

FORENAME *

DO YOU HAVE ANY MIDDLE NAME? *

Select

SURNAME *

DATE OF BIRTH * ⓘ

DD MM YYYY

DO YOU HOLD A VALID PASSPORT? *

NO YES

DO YOU HOLD A VALID UK DRIVING LICENCE? *

NO YES

DO YOU HOLD A VALID NATIONAL INSURANCE NUMBER? *

NO YES

DBS PROFILE NO

2 Address history

Please enter your current address. 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.

Address Dates

There cannot be any gaps in your address history, however overlaps are allowed. Please ensure that the month and year of each address follows that of the previous address where relevant. Students who switch between their permanent residence and education establishments can enter their permanent residence as their main address and enter education addresses that overlap the main address. 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 address to the location 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.

Once you have completed this section click **'Next'**.

Address History
Please enter your current address
Mandatory fields are denoted by *

There cannot be any gaps in your address history; however overlaps are permitted. If you are a student and switch between your permanent home residence and term-time educational residence, first enter your permanent home residence dates to cover your entire educational period. Educational establishment residences can then be entered with the dates that you were purely residing at these addresses during term times. If you have two current addresses, please ensure the address where you wish to receive your DBS certificate is stated as your current address. Your second current address can then be entered as a previous address but with overlapping dates.

Current Address

ADDRESS LINE 1 *

ADDRESS LINE 2

TOWN *

COUNTRY

COUNTRY *
Select

DATE FROM *
DD MM YYYY

PREVIOUS NEXT

3

Additional info

Place of Birth

Please enter details of your place of birth.

Nationality / Current Nationality

Please enter your Nationality at birth and your current Nationality, even if this hasn't changed since birth.

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.

Receive Paper Certificate

The DBS will automatically issue you an electronic certificate upon completion of your basic disclosure check. If you also require a paper copy of your certificate, please state **'Yes'** to this question. Please then supply the address that you would like your paper certificate to be sent to.

Certificate Access

The Lead Recruiter from your organisation will only be aware of the certificate number, the date and whether or not it is clear. However you can grant them access to your electronic certificate upon completion of the check automatically within the application. Please note, if you are granting a 3rd party access to your certificate, the email address you supply that can access your certificate must have a registered DBS portal account.

Please do not grant access to thirtyone:eight as we can already see all we need to via the Ebulk system.

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 previous name (forename, middle name(s) and surname) using the **'Add Name'** button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.



Failure to supply any additional information may cause your application to be delayed.

Once you have completed this section click **'Next'**.

The screenshot shows a form section titled "Place of Birth". It contains four dropdown menus, each with a "Select" option and a downward arrow. The labels for the dropdowns are: "TOWN *", "COUNTRY *", "NATIONALITY AT BIRTH *", and "CURRENT NATIONALITY *".

The screenshot shows a form section titled "Receive Paper Certificate". Below the title is a question: "WOULD YOU LIKE TO RECEIVE A PAPER CERTIFICATE AS WELL AS AN ELECTRONIC CERTIFICATE *". Below this is a dropdown menu with a "Select" option and a downward arrow.

The screenshot shows a form section titled "Certificate Access". It contains two questions, each followed by a dropdown menu with a "Select" option and a downward arrow. The first question is: "DO YOU WISH TO PROVIDE CONSENT TO THE LEAD CONTACT OF YOUR RESPONSIBLE ORGANISATION TO VIEW YOUR ONLINE DBS CERTIFICATE WHEN IT HAS BEEN ISSUED? *". The second question is: "DO YOU WISH TO PROVIDE CONSENT FOR A 3RD PARTY TO VIEW YOUR ONLINE DBS CERTIFICATE WHEN IT HAS BEEN ISSUED? *".

The screenshot shows a form section titled "Other Names". It starts with a question: "HAVE YOU BEEN KNOWN BY ANY OTHER NAME? *". Below this is a dropdown menu with a "Select" option and a downward arrow. Below the dropdown is a text instruction: "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." Below this is a table with columns: "FORENAME", "SURNAME", "FROM", and "TO". Below the table is a text box containing "No records have been created". At the bottom of the section are three buttons: "ADD NAME" (pink), "PREVIOUS" (pink), and "NEXT" (pink).

4 Employment details

Purpose of Check

You are required to enter from the drop-down list provided, what the purpose of this basic check is (Employment, Personal Interest or Other.) If the purpose of the check is employment, further questions will be required. If 'Other' is stated, you will be required to enter what the purpose is.

Position Applied For

Please insert the correct job role as supplied to you by your Recruiter. No abbreviations are permissible, e.g. Admin Asst should read Administrative Assistant. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Caretaker, Administrator, Finance Officer.

Failure to enter the correct job role may cause your application to be delayed.

Name of Employment Sector

Please select from the drop-down list provided, the most appropriate employment sector that your application relates to.

Employer Name

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

Once you have completed this section click 'Next'.

5 Confirmation and consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes. Please be particularly careful that, if you have an autofill option enabled on your computer, your forename or any middle names are not repeated

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

Now click 'Complete'.

The screenshot shows the 'Employment Information' form. At the top, it says 'Please complete the following employment details. Mandatory fields are denoted by *'. Below this is the 'Employment Details' section. It contains a dropdown menu for 'PURPOSE OF CHECK *' with 'Select' as the current option. Below that is a text input field for 'EMPLOYER NAME *' with 'THIRTYONE EIGHT' entered. At the bottom of the form are two buttons: 'PREVIOUS' and 'NEXT'.

The screenshot shows the 'Application Confirmation and Consent' form. At the top, it says 'To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.' Below this are two sections: 'Third Party Details' and 'Personal Details'. The 'Third Party Details' section includes fields for FORENAME, SURNAME, EMAIL, TELEPHONE NO, and JOB TITLE, with an 'Edit' link. The 'Personal Details' section includes fields for TITLE (MR), FORENAME (TEST), MIDDLE NAMES, SURNAME (APPLICATION), DATE OF BIRTH (01/08/1994), GENDER (MALE), VALID PASSPORT (No), and VALID DRIVING LICENCE (No), with an 'Edit' link.

6 Completed Application

You have now completed your application form and you will be given a submission reference number. Please make a note of this number for reference purposes.

You will receive a confirmation email containing these details to the email address supplied on the application form.

Your application form will be processed by your employer once they have verified your identity.

Please see below for guidance on identity verification.

Next step - identity verification

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified.

How do I have my identity verified?

Please provide original identification to your Recruiter as listed in the acceptable ID table (see next page). Your application form will be processed by your employer and Thirtyone:eight once your identity has been verified, and then submitted to the DBS.

Tracking the progress of your application with the DBS

Once 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 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.

Contact details

Please contact your Recruiter if you have any queries about the DBS application process.

Application Complete

Your reference number is 313APPL4342

Make a note of this reference and arrange to visit your employer or Registered Organisation to have your identification verified, you will need to bring evidence of your identity. For suitable forms of identification, please read document [DBS list of acceptable identification](#).

ID Document Rules

You will now be required to have your identity verified by the organisation requesting this application on you in accordance with the DBS ID guidelines. If your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) your application will not be able to be processed. For a full list of acceptable forms of identification please read the document [DBS Basic Checks - List of acceptable identification](#). Further guidance about the DBS Application process can be accessed at www.gov.uk/government/organisations/disclosure-and-barring-service

EXIT

DBS Basic Checks - List of Acceptable Identification

What identity documents are accepted?

Group 1 - Primary identity document

- Current valid Passport
- Current Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth) Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies not acceptable)
- Adoption Certificate (UK / Channel Islands)

Group 1 a - Paid Non-EEA Nationals Primary Documents

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Route 1 - For all applicants except paid non-EEA nationals

- 1 document from Group 1
- 1 further document from either Group 1, or Group 2a or 2b,

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

If unable to satisfy Route 1, proceed to Route 2.

For paid non-EEA nationals only

- 1 document from Group 1a
- 1 further document from either Group 1a, or Group 2a or 2b,

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

If unable to satisfy Route 1a, basic check cannot be submitted because the right to work cannot be established.

Route 2 – For all applicants except paid non-EEA nationals

- (3 documents to be seen)
- 1 document from Group 2a.
- 2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, basic check cannot be submitted.

What identity documents are accepted?

Group 2a

Trusted government documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands)
(Issued after time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Non EEA Immigration Document/VISA/Work Permit –
Valid only when applicant is living and working outside of UK

Group 2b

Financial/social history documents

- Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) **
- Bank/Building Society Statement (UK / Channel Islands / EEA) (Non-EEA Statements not accepted) *
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Irish Passport Card – must be valid
(Cannot be used with an Irish Passport)
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Non-EEA Bank/Building Society Statement
- Valid only for roles where applicant is living and working outside of UK – Statement must be from country where role is based
- Letter of Sponsorship from future employer Non-UK or Non-EEA only – valid only for applicants residing outside UK at time of application



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.

Call us **0303 003 1111**
email us **disclosure@thirtyoneeight.org**
or visit **thirtyoneeight.org**
follow us **@thirtyoneeight**

PO Box 133, Swanley, Kent, BR8 7UQ

Charity No. 1004490, Scottish Charity No. SC040578 ©Thirtyone:eight 2018



Creating safer places. Together.