

Subject: 1st Email-Applicant DBS Application Due
Attachments: [Documentary Evidence Sheet July 2018.pdf](#)
Importance: High

DBS Check Due: DBS check for [ROLE Church/Parish](#)

Dear [applicants NAME](#)

A DBS check needs to be completed **or** Your DBS certificate is due for renewal / for your role as [ROLE](#) at [Church/Parish](#).

Please could you complete your application online at www.onlinecrbcheck.co.uk using **USER ID 9393xxxxxx** and follow their instructions. If you have problems with online access please contact me ([add details](#)) You will need your passport, driving licence and NI number to hand when completing the form.

A minimum of three documents need to be produced, only scans of original documents are acceptable. Please see the attached Documentary Evidence Sheet for guidance.

I will still need to see you so I need to arrange a time and date for us to meet up face to face to confirm your ID. I can contact you after I have received confirmation from APCS Ltd that you have completed the first part of your application. **If you have any queries please do not hesitate to ask.**

Using this online system means you no longer need to send in your paper certificate for verification as the diocese receives the result electronically. However where there is any adverse information recorded on the certificate we will require the original certificate to be posted to the Safeguarding Office so that a risk assessment can be undertaken.

Please be aware that an enhanced disclosure will bring up all Police records of convictions, cautions, reprimands and warnings. Should you have any queries regarding this matter please contact me immediately at the Safeguarding Office.

Please keep your paper certificate safe as you have the only copy. You may like to consider registering the certificate with the DBS Update Service www.gov.uk/dbs-update-service. This needs to be done within 30 days of issue.

Any problems with documentation or completing the application form please let me know.

Kind regards

[Your name/signature](#)

Parish Disclosure officer [Church/Parish](#)

