

**Subject:** 1st Lockdown Email-Applicant DBS Application Due  
**Attachments:** [Form 2C ID Checking List.pdf](#)  
**Importance:** High

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

Dear [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](http://www.onlinecrbcheck.co.uk) using **USER ID 9393xxxxxx** and follow their instructions. If you have problems with online access please contact me (details below). You will need your passport, driving licence and NI number to hand when completing the form.

Due to current Disclosure and Barring Service guidelines which respect the 'staying at home' Government Health policy, please scan your ID, as above attached, and address proof and send to me at [email](#) address.

I will delete the information once I have completed this part of your application. A minimum of three documents need to be produced, only scans or clear photos of original documents are acceptable.

I will still need to 'see' you so I need to arrange a time and date to skype or Whatsapp as we are unable to meet up face to face to confirm your ID. Please let me know your skype name or Whatsapp mobile number and I can then contact you after I have received your scanned documents. **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](http://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](#)