

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

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DBS Check Due: DBS check for **ROLE Church/Parish**

Dear **NAME**

Thank you for completing the first part of the DBS application.

I have received your scanned documents, thank you.

I will still need to 'see' you to confirm your ID via **skype / Whatsapp** as we are unable to meet up face to face. I will contact you on **DATE/TIME**. If this is not convenient please let me know.

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 please let me know.

Kind regards

*Your name/signature*

Parish Disclosure officer Church/Parish