

## Marilyn Shrimpton

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**Subject:** Basic / Enhanced DBS Certificate due please  
**Attachments:** Form 2C ID Checking List.pdf  
**Importance:** High

Subject: (ROLE) - DBS Certificate due please

Dear (Name)

The PCC have asked me to contact you as they require an (Enhanced ) (BASIC) DBS check to support your new xxx role in our Parish. Please follow the instructions below:

1. Complete your DBS application online at [www.onlinecrbcheck.co.uk](http://www.onlinecrbcheck.co.uk) using your USER ID 9393xxxxxx and follow their instructions. If you have problems with online access please contact me. You will need your passport, driving licence and NI number to hand when completing the online form. There is no fee to you personally for this DBS check.
2. You and I will receive a notification from APCS LTD confirming that your application was successful and that your ID now needs to be checked.
3. Please scan your ID, and address proof, and forward the scanned documents as attachments in an email to me at (your name and 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 of original documents are acceptable. Please see the attached Form 2C ID.
4. Please provide me with any Safeguarding related training certificates that are less than 3 years old. You may well need to renew your Safeguarding training. If so please follow this link and book onto the Basic and Foundation modules: <https://www.canterburydiocese.org/safeguarding/safeguarding-training/>

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 scanned 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. Happy to help 😊

(Your signature)