# DBS Checking Process – Step by Step guide.

**1. Initial Setup**

* **DBS Administrator allocates applicant a User ID number.** If applicant requires a Basic DBS check then add the letter B to the end of the User ID number.
* **Applicant logs into the APCS website**: https://www.onlinedbscheck.co.uk/login.aspx?ReturnUrl=%2flogin.
* **Input the USERID number allocated.**
* **Create Password**: Ensure the password meets security requirements.
* **Confirm Password.**
* **Input e-mail address.**
* **Click on Create Application.**

**2. Handling User ID Issues**

* If the application receives a pop-up message saying the USERID number has been previously used:
	+ Try again in the box under LOGIN to Existing Application.
	+ If this doesn’t work, check with the person allocating the USERID number to ensure it hasn't been allocated previously.
	+ If the number hasn’t already been allocated, there are two options:
		- Ring APCS for assistance.
		- Allocate another number to the applicant.

**3. Application Submission -** [**DBS application form: guide for applicants**](https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants)

* **Provide Personal Information**: Name, previous names, date of birth, current address, previous addresses (last 5 years), and document details (passport, driving license, national insurance number).
* **Make Declarations**: Regarding any cautions or convictions and permission for the use of the information provided.
* **Submit Application**.

**4. ID Check Notification**

* APCS will email the DBS Administrator with a link and confirm that an ID check is required.

**5. ID and Address Check**

* **Digitally**: Follow attached guidance.
* **Manually**: Follow attached guidance.

**6. Digital ID Check Process**

* Click on the link provided by APCS.
* Click on the Digital ID box in the yellow panel on the top of the form.
* Confirm the following:
	+ Level of disclosure required (Enhanced).
	+ Position applied for.
	+ Workforce required for this position.
	+ Whether the position is regulated Activity for Children.
	+ Whether the position is regulated Activity for Adults.
	+ Whether the position involves working with children or adults at the applicant's home address (should not be the case).
	+ Whether the applicant is an unpaid volunteer.
* Click NEXT.
* Double confirm certain elements if required.
* Click Submit.

**7. Manual ID Check -** [**Process ID checking Guidance for Enhanced DBS check Application from 22/4/2025**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025)

* Arrange to meet with the applicant.
* Check ID documents, documents confirming any other names used, current address, and previous addresses (last 5 years).
* Confirm the details on the application.
* Confirm the following:
	+ Level of disclosure required (Enhanced).
	+ Position applied for.
	+ Workforce required for this position.
	+ Whether the position is regulated Activity for Children.
	+ Whether the position is regulated Activity for Adults.
	+ Whether the position involves working with children or adults at the applicant's home address (should not be the case).
	+ Whether the applicant is an unpaid volunteer.
* Click NEXT.
* Double confirm certain elements if required.
* Click Submit.

**8. APCS Review and Forwarding**

* APCS will check the form, query any eligibility issues, and forward the application to DBS.

**9. DBS Processing**

* Run application via Police National Computer (PNC) and Local Chief Police DBS Team.
* Print the certificate and send a report to APCS.
* Send the applicant the certificate.

**10. Final Steps**

* APCS forwards a copy of the report to the Diocesan Safeguarding Training and Parish Support Co-ordinator.
* If the Disclosure Certificate is clear, confirm the appointment can go ahead.
* If the Disclosure Certificate has information listed, complete the provided form and send it to the Diocesan Safeguarding Training and Parish Support Co-ordinator for a risk assessment.

**Suggestions for Improvement**

1. **Clarify Steps**: Ensure each step is clearly defined and easy to follow.
2. **Use Visual Aids**: Include flowcharts or diagrams to illustrate the process.
3. **Enhance Security**: Implement stronger password requirements and data protection measures.
4. **Automate Notifications**: Use automated email notifications to streamline communication.
5. **Provide Training**: Offer training sessions for DBS Administrators to ensure they understand the process thoroughly.