

# DBS Online Application Process: Applicants

Collect all documents, identity and 5 year address history

Log on to: <https://disclosure.capitarvs.co.uk/hrsolutions>



- ➡ Go to the orange box **DBS APPLICATION FORM**
- ➡ Click – **START APPLICATION** (logins are case sensitive)
- ➡ Enter **ORGANISATION REFERENCE NUMBER** **SCC2294**
- ➡ Enter **PASSWORD** **stannington1**
- ➡ Click **ENTER**

- ➡ Read **Statement of Fair Processing**
- ➡ Tick consent box – click **NEXT**

## Section 1 – About You

- ➡ Enter personal details – click **NEXT**

## Section 2 – Address History

- ➡ Enter history with no gaps/overlaps - click **NEXT**

## Section 3 – Additional Information

- ➡ Enter place of birth, other names etc click **NEXT**

## Section 4 – Employment Details

- ➡ Enter details ensuring position applied for clearly indicates the type of work you will be doing  
e.g. volunteer classroom assistant rather than volunteer
- ➡ Select the appropriate response from the drop down box about criminal history

## Section 5 – Confirmation and Consent

- ➡ Read and tick consent box
- ➡ Click **COMPLETE**
- ➡ Note your submission reference number – if you entered an email address this will be emailed to you
- ➡ Log Out – close browser

Take your identity documents to your employer to be verified.

# DBS list of acceptable identification

## Route 1

Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

## Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Applicants will also be required to undergo an external ID validation service through Route Two.

## Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) required to be seen and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)
  - o A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
  - o Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*-  
e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, SocialSecurity
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

**Please note:** If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old
- Denoted with \*\* - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old