

Getting an enhanced DBS check

Apply online

You will receive an email from the DBS system to the email address used in your University Application (if you have a new email address please email Sam.Green-1@manchester.ac.uk)

Once you receive the email invitation, complete the online application form. You should take care filling this out and check the data you input, especially numbers and dates, before submitting your application.

Providing evidence

You will need to input the details of 3 documents as proof of your identity, one of which must contain details of the address on your online DBS application form (full details are available via: <https://documents.manchester.ac.uk/display.aspx?DocID=43690>)

SOME EXAMPLES!



PASSPORT



UTILITY BILL



DRIVING LICENSE



BIO METRIC
RESIDENCE PERMIT



BIRTH
CERTIFICATE

If you have not lived in the UK for 5 years, you must also provide a certificate from your previous country of residence; details of what is required can be found at: <https://documents.manchester.ac.uk/display.aspx?DocID=43690>

Go to the Post Office

Once you have submitted the online form, you will receive a confirmation email containing a Post Office form.

You should then take:

- The 3 **original** copies of the documents you identified in your online application form
- A print out of the Post Office form in the confirmation email
- £11 to pay for your verification check

to a **main Post Office** that does DBS checks (<https://www.postoffice.co.uk/identity/dbs-checks>)

The Post Office will verify and return your documents to you while you are there.

It can then take anywhere from one day to a several weeks for your DBS checks to be carried out at local and national level.



Receiving your certificate



You should receive online confirmation when your DBS check is complete and a copy of your certificate will follow to your postal address—**keep this safe!**

The University receives your result so you do not need to inform them.

If your certificate does **not** arrive or you misplace this, you can apply online for a reprint of your certificate up to 90 days after your DBS certificate was issued.

Remember the University must have received the results of your enhanced DBS check before you can commence your first



The Update Service

You can register for the **Update Service**, which allows you to keep your DBS certificate up to date, within 30 days of your certificate being issued and it costs £13 per year. You will need your certificate number. (<https://www.gov.uk/dbs-update-service>)