

STAGE 2 DBS CHECKS DRAFT FAQs

Why are we doing this?

At the time when you submitted your Disclosure and Barring Service (DBS) application as an All-In-One-Remote application and your documents were then checked by a member of University staff via Zoom video link, all applicants were advised that there would be a requirement for you to show the original ID documents to a colleague face to face once the University campus and offices reopen. Applicants were advised to keep the documents used for this final step.

The Disclosure and Barring Service have confirmed that this “Stage 2” of the DBS application process must be carried out for all ID checks that were carried out virtually. This is not just here at The University of Manchester but for all DBS checks that were carried out virtually as a result of the pandemic. Anyone who had their DBS check processed via a virtual ID checking option from March 2020 must now be asked by the organisation that processed the check to present the original versions of these documents when attending the University campus. This is a requirement of the Disclosure and Barring Service.

What if I don't have the exact ID I used on the virtual check?

Ideally you will bring the **exact ID** that you used at the time of the Zoom call. However, we appreciate that for some of you this was a really long time ago and this might not be possible. If you are not able to bring the exact ID used on the Zoom call, then we ask that you bring ID in line with standard DBS checking requirements. You can see a list of [valid ID for a DBS check on the Gov.uk website](#).

What if the ID I brought to the Zoom call is now old or out of date?

Ideally you will bring the exact ID that you used at the time of the Zoom call, even if some of this is now over the standard time limits used by the DBS (e.g. 3 months for bank statements, 12 months for a P45). If you have moved house since the time of your Zoom call, we ask that you try to bring a form of ID that shows the address you submitted on your DBS application form (this is also the address that your DBS form will have been sent to).

What if I've moved house since I did my DBS check?

Ideally you will bring the exact ID that you used at the time of the Zoom call, even if you have moved house since your check. We are aiming to verify the ID that you showed us on the call, so if you have moved house since the time of your Zoom and you don't have the exact same ID available, we would ask that you try to bring a form of ID that shows the address you submitted on your DBS application form (this is also the address that your DBS form will have been sent to).

Is my DBS certificate still valid?

Yes, your DBS certificate is still valid. However we have been asked to carry out the 2nd stage ID checks by the DBS and this is an important process in terms of compliance. We ask your support in attending this face to face check, as advised at the time of the virtual check.

What if I can't make any of those dates?

If you can't make any of the dates/times available to book, please reply to this email with the subject line: 2nd stage DBS and a colleague will get back to you directly to arrange a mutually convenient slot for you to attend your face to face ID check.

Printed versus posted?

Please ensure that any ID you bring, meets the DBS requirements for ID, which stipulates that only original documents are allowed and we are not able to accept documents printed from the internet. [More information on the Gov.uk website.](#)

What if I am no longer a student at or employed by the University of Manchester?

If you are no longer a student at or employed by the University of Manchester, please reply to this email with the subject line: with the subject line: 2nd stage DBS and advise us of this. We will update our records accordingly and not contact you again re the 2nd stage DBS check.

What if I no longer want to continue in the role?

Even if you no longer want to continue in the role you had your DBS check from your DBS certificate is still valid and sits within the University's responsibility in terms of the request from the DBS. Therefore, we ask that you still to carry out the 2nd stage ID checks as this is an important process in terms of our compliance. We ask your support in attending this face to face check, as advised at the time of the virtual check and in line with DBS requirements.

What if I am not in Manchester at this time? (e.g. on a placement, currently studying or working abroad)

If you are not currently in Manchester, please email please reply to this email with the subject line: 2nd stage DBS and advise us of your current location and timescales for a return to Manchester. We will update our records accordingly and arrange to contact you when you will be back in Manchester for the face to face check.

What if I am not comfortable coming to campus?

We ask everyone to follow the most up to date guidance from the government and the University in terms of coming to campus safely. See:

- UK government guidance for England - [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)

- University of Manchester guidance - [Guidance for staff | Campus Management | StaffNet | The University of Manchester](#)

When you attend your face to face check, the following Covid precautions will be in place:

- Social distancing between all staff
- Sanitiser and wipes available
- Masks must be worn by you and the staff supporting you with your check

What Covid precautions will be in place for the face to face check?

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- UK government guidance for England - [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)
- University of Manchester guidance - [Guidance for staff | Campus Management | StaffNet | The University of Manchester](#)

How to find Rutherford Building and access the building

Your check will take place in the Rutherford Building, which is building number 45 on the campus map. Due to the Museum building work, the Rutherford Building cannot be accessed directly from Oxford Road. You will need to access the building from Coupland Street. [Please see this campus map](#) for more details.