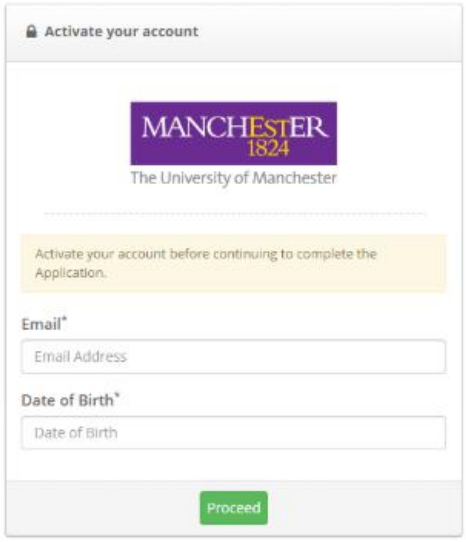
Disclosure and Barring Service (DBS) Application Process: Guidance for Home Students

NB: You will only be able to begin the online application process once you have received an e-invite via dbs@manchester.disclosures.co.uk

Step 1: Activating Your Account

When you click to access your application, you will be taken to this screen. Please input your e-mail address* and date of birth. Once you have inputted this, please click 'Proceed'.

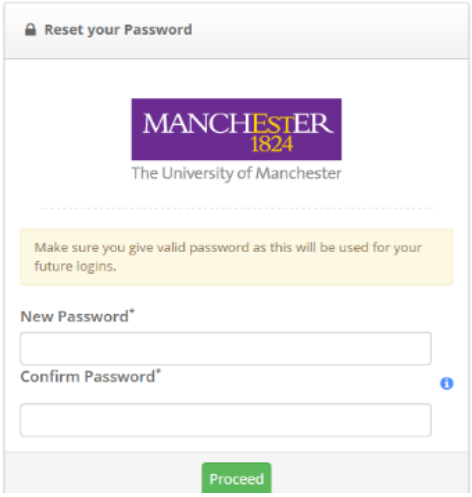
**The e-mail address you will need to enter will be the one you received the e-invite from – this is usually your personal e-mail address.*



Step 2: Setting Your Password

You will then be asked to set a password for your account.

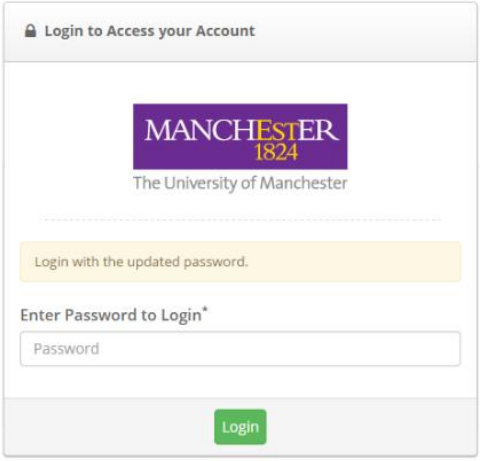
Once you have done this, please click 'Proceed'.



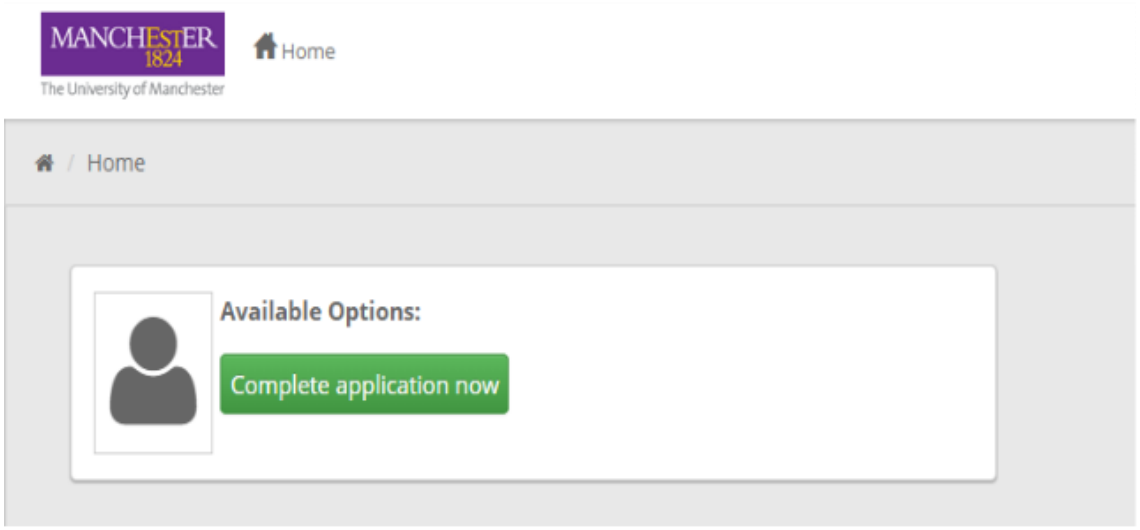
Step 3: Login

Once you have set your password, you will be asked to log in. Please use the password you have just created to log into your account.

Once you click 'Login', your account will be activated.



Step 4: DBS Homepage



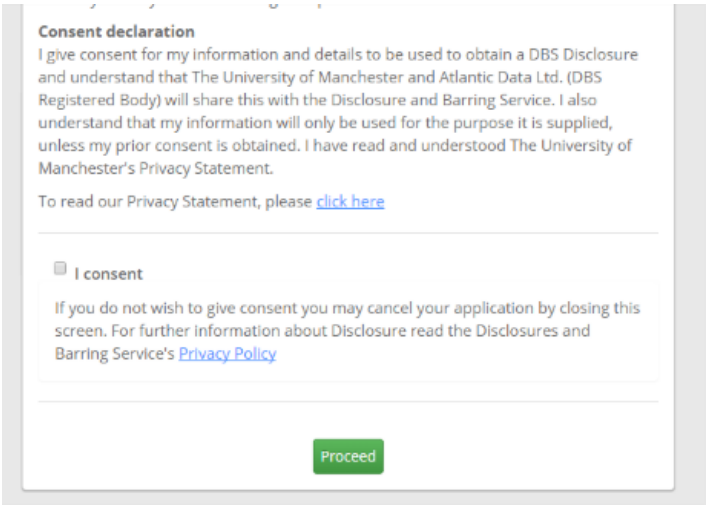
Once you have logged in, you will be taken to your DBS homepage. On this page, your information will be displayed, as well as what you are being DBS checked for.

You will see the option to complete your application. Please click this to begin your application.

NB: You do not need to complete the application all in one sitting. You can return to your application. When logging in, please use the username sent in your initial DBS email alongside the password you have set.

Step 5: Applicant Consent Page

Once you have clicked 'Complete application now', you will be taken to an 'Applicant Consent' screen:



Before starting your application, you must provide your consent to the check being carried out. Please read the information, tick the box, and then click the 'Proceed' button.

Step 6: Choosing Your ID Documentation

As part of the DBS checking process, you will be required to provide **3 forms of identification documents**. Collectively these documents must confirm your current legal name and date of birth. As such, the next page in the online application will ask you to confirm which ID you would like to provide:

- Please do refer to the **'Document lists'** section of the government ID checking guidelines to guarantee that you are able to provide the required documentation.

- All physical ID documents **must be the original documents** i.e. printouts or photocopies cannot be accepted.

- If any of your ID documents list an **address** i.e. Passport, Drivers Licence etc, it is important to ensure that this address **matches the current address** you list on your application. Any mismatches found between addresses listed on your ID documents and your application will result in your application needing to be re-started.

Examples of ID Documentation Usually used by Student Applicants

- Passport
- Driving license (photocard)
- UK* Birth certificate
- E-visa / Biometric residence permit (BRP) - international students
- UK* utility bill issued in the last 3 months (not mobile telephone bill)
- UK* Bank or Building Society account opening confirmation letter issued in the last 3 months
- UK* Bank or Building Society statement** issued in the last 3 months

**UK = UK, Isle of Man or Channel Islands*

***Bank statements cannot be shown on a mobile device or printed from the internet. You must provide a physical copy that has been posted to your current address by the bank. Alternatively, you can visit your branch to obtain a printed, verified stamped copy.*

IMPORTANT:
Please do refer to the government ID checking guidelines for full details of what ID documentation can be used.

It is important that you can provide all the appropriate ID documentation required. If you are struggling with this for any reason, please do let us know as soon as possible via shs.placements@manchester.ac.uk

Step 7: Personal Details

Once you have selected the ID documents for the verification process, you will then be taken into your application form. It is important to take care when completing the application form to ensure that the information you provide is correct prior to submission.

Firstly, please do check the following:

1. that your basic details have been uploaded to the system correctly
2. that you are being checked under the correct "Role" e.g. undergraduate nursing student

Middle Name(s):
If you have a middle name, you can add this at the start of the application if it has not already been inputted.

If you have more than one middle name, you can input your first middle name at the start of the application. Later in the application you will then be asked if you have any further middle names: Select 'Yes' in answer to this question and then add the rest of your middle names one by one.

If any of the details listed in the system are not correct, please do let us know as soon as possible via shs.placements@manchester.ac.uk

Transgender applicants:
The Disclosure and Barring Service offers a confidential checking service for transgender applicants who do not wish for their previous identity to be disclosed via their DBS certificate. This is known as the sensitive applications route

If you are a transgender applicant and are happy for your previous identity to be disclosed, you can proceed with completing your application via the usual route.

If you are a transgender applicant and you do not wish for your previous identity to be disclosed, you should contact the dedicated sensitive applications team prior to submission of your DBS application and a form reference being generated. This will allow the information to be received by the DBS ahead of the form being processed.

Step 8: Address Details

Once you are assured that your personal details are correct, you can then move onto the address details section.

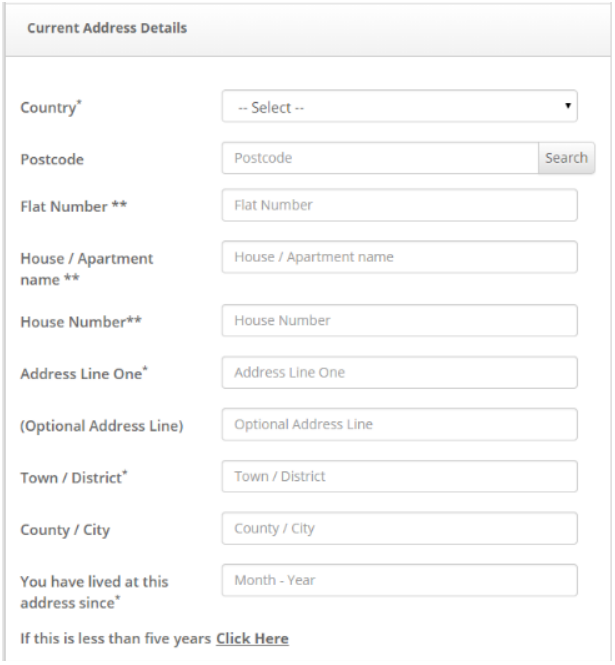
Current Address

1) You are required to input a current address. You can opt to list either your term time university address or your home/parents' address.

***REMEMBER:** If you have selected ID documentation which lists an address, this **must match** with what you list here as your current address.*

You can opt to input your home/parents address if:

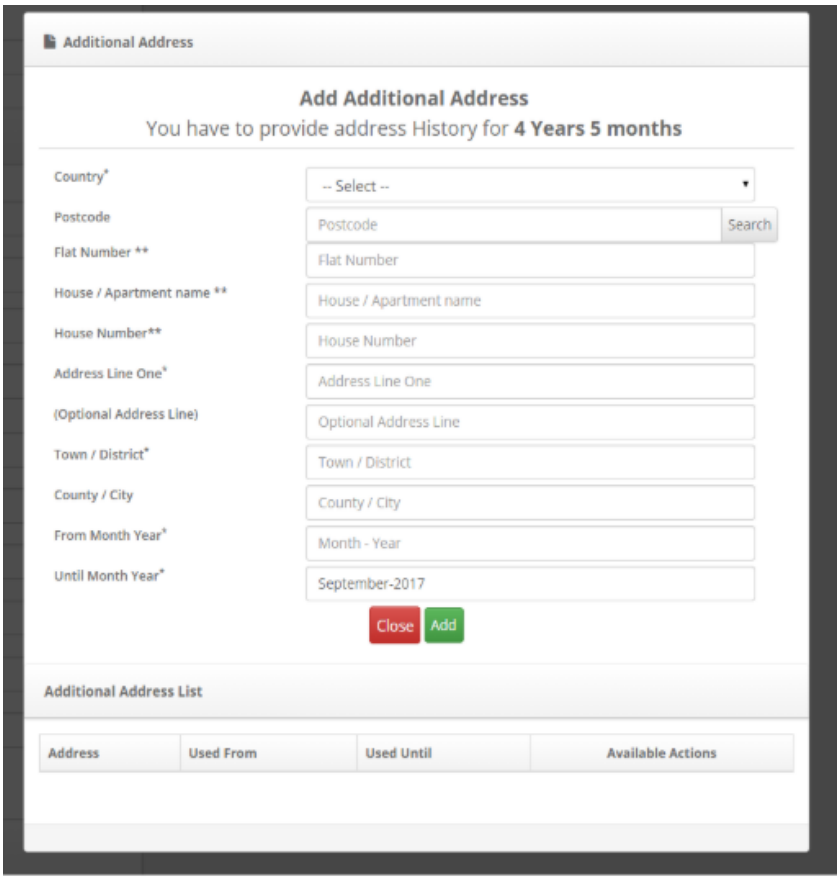
a) The address is in the UK.
b) You remain formally registered as residing there.
c) You are confident that there will be somebody present to take receipt of your certificate and keep it safe for you.



2) In the *'You have lived at this address since'* section, please enter the date you moved into your current address.

3) Please click on the 'Click Here' button if:
   - You have lived at the current address listed for less than 5 years.
   - You have listed your home/parents address as your current address but also have a current term time university address.

You will then come to the following screen where you will be required to input each of your additional addresses:



<u>Additional Addresses</u>

Here you must list the following:

- Your current university term time address if you have one and this has not already been listed under 'Current Address'.

- Any addresses you have lived at within the last 5 years prior to your current address.

Your address history may look something like this:

- *September 2026 – present: Term time Manchester address*

- *Dates: Any other addresses you may have lived at in the last 5 years*
- *September 2021 – September 2026: Parents' home address*

IMPORTANT:

- **All addresses you have lived at in the last 5 years must be listed in your history with dates clearly specified and no gaps.**
- **If you have a university term address and have opted not to list it under 'Current Address', this must be listed first in your list of additional Addresses.**

Once you have completed the 'Additional Address' section, click the 'Save' button.

Step 9: Completing Your Application

Following completion of the Address section, you will then be required provide the details of your 3 pieces of identification. **Please do take great care when entering these details as all data inputted must be accurate.**

Once you have answered all the questions in the application, you can click 'Proceed'. This will then take you to a set of declaration pages which you will be required to read and sign.

Once you have fully completed and submitted your application, you will receive notification of this via the system.

Step 10: Your ID Check

On completion of your application, the system will provide you with access to a barcoded Post Office referral letter.

The letter will include a date you will need to have your ID check done by.

To have the final part of your DBS check completed, you will need to visit a Post Office which offers the correct ID checking service and present the following:

1. Your Post Office referral letter (either printed or digitally)
2. Your three pieces of **original** ID documentation
3. Payment for the ID check service: £14.36, payable by the applicant

click here to find out which Post Office branches offer the ID checking service.

NB: The barcode / QR code provided within the Post Office referral letter can be used at any Post Office which offers the ID check service, irrespective of any Post Office address that may be listed on your referral letter.

You do not need to book an appointment with the Post Office, but you **MUST** have your documents verified prior to the deadline stated on the referral letter. **If the ID check is not undertaken by the date given, your application will expire and you will be required to re-complete the application process from the beginning.**

Following verification of your ID documents, the Post Office will send confirmation of this electronically via the Atlantic Data online system. Your application will be sent off for checking by the Disclosure and Barring Service.

You should receive e-mail confirmation of completion of your ID verification, but this may not be immediate, so please do ensure you obtain a receipt from the Post Office for your records.

Step 11: Completion of your DBS Check

From the date your ID documents are verified, your DBS check can take anywhere from a few days to several weeks to be carried out at both local and national level. Normally it will take a few weeks but can take longer in certain instances i.e. if you have a long list of UK addresses from the last 5 years.

once your DBS check has been completed and the result has been received, the status in the Atlantic Data DBS system will be updated accordingly for the university to view.

Your DBS certificate will be posted to the address you entered as your 'Current Address' on your application form, so please look out for it. If you have entered something other than your university term time address - i.e. your home/parents' address - please note it will be sent there, so you will need to arrange for somebody to be available to take receipt of your certificate and keep it safe for you.

Please keep your certificate in a safe place as you may be required to present this at any point during your studies.

If your certificate does not arrive or is misplaced, you can apply online for a re-print up to 93 days after your certificate was issued.

The DBS Update Service

Following completion of your DBS check, you also have the option to register with DBS Update Service. To find out more about this, please visit DBS Update Service - GOV.UK.