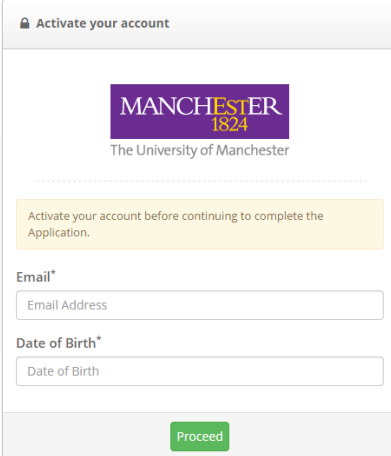# DBS Application Process: Student Guidance

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
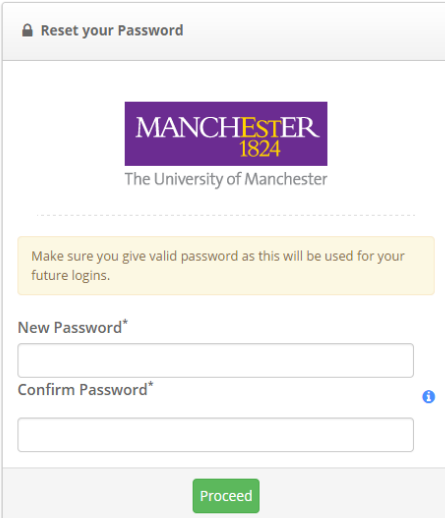

Step 1: Activating Your Account

When you click to access your application, you will be brought to this screen. Please input your email 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.
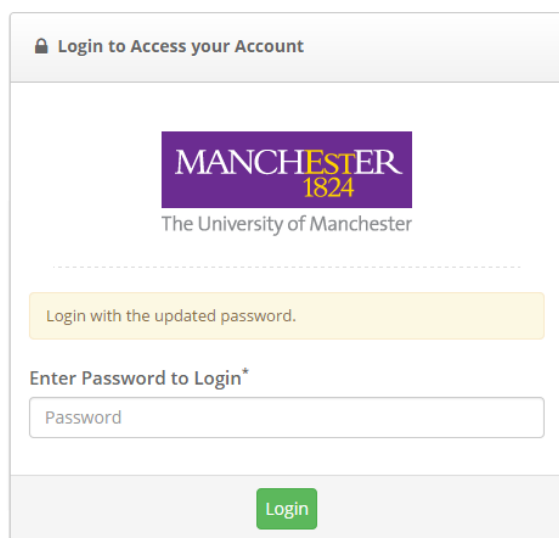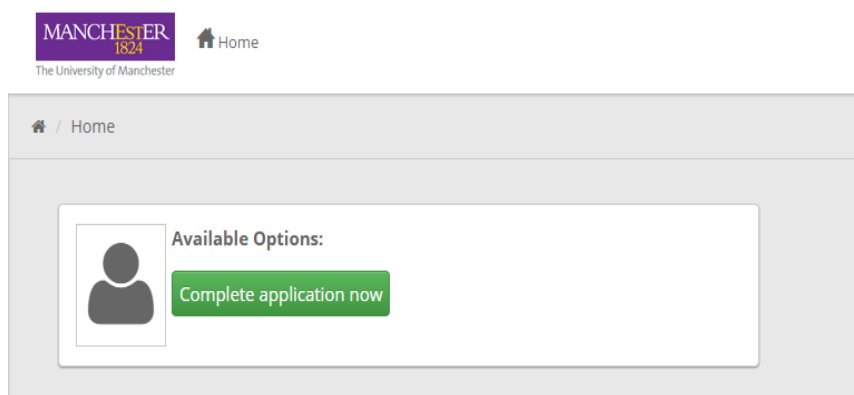

Step 2: Setting Your Password

You will then be asked to set a password for your account. Once you have done this, please click 'Proceed'.

🟩🟨🟥⬜ A A A T

Login to Access your Account

MANCHESTER
1824

The University of Manchester

Login with the updated password.

Enter Password to Login*

Password

Login

Step 3: Login

Once you've set your password, you will be asked to log in. Please use the password you just created to log in to your account. Once you click 'Login' your account will be activated.

Step 4: DBS Homepage

MANCHESTER
1824
The University of Manchester

🏠 Home

🏠 / Home

Available Options:

Complete application now

Once you've 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

Consent declaration

I give consent for my information and details to be used to obtain a DBS Disclosure and understand that The University of Manchester and Atlantic Data Ltd. (DBS Registered Body) will share this with the Disclosure and Barring Service. I also understand that my information will only be used for the purpose it is supplied, unless my prior consent is obtained. I have read and understood The University of Manchester's Privacy Statement.

To read our Privacy Statement, please click here

☐ I consent

If you do not wish to give consent you may cancel your application by closing this screen. For further information about Disclosure read the Disclosures and Barring Service's Privacy Policy

Proceed

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 on the 'Proceed' button.

Step 6: Choosing Your ID Documentation

🗐 Applicant Identification

Answer the questions below. If any of the documents listed are available, they must be provided as part of the DBS application.

At least 3 documents must be provided and collectively, they must contain the applicant's:

- current, legal name
- current address
- date of birth.

The ID that applicants have will determine the application 'route' taken. If applicants have a group 1 document (below), they must produce 3 documents in total, if they don't have a group 1 document, they must select documents from the next page. The documents marked with an asterisk (*) should contain your current address.

Click 'Proceed' to go to the next step(s) and you'll be notified when you've selected enough documents.

As part of the DBS checking process you will be required to provide **3 forms of identification documents** as proof of identity. As such, the next page in the online application will ask you to confirm which ID you would like to provide:

• One of the ID documents must have the address that you note as your **current address** listed.

• All ID documents **must be original documents** i.e. not printouts or photocopies.

International student applicants:

The DBS application process should not be commenced until you have arrived in the UK; have a UK address confirmed and are able to evidence this via your ID documentation; and are able to attend a Post Office for the ID verification stage.

As an international student, you will be asked to provide evidence of your right to study/work as part of the verification process. There are several options noted in the online DBS system for providing this; the most commonly selected routes are either the online [View and Prove Service](#) or the provision of a physical [Biometric Residence Permit](#).

NB: The Post Office are only able to check physical documents. As such, they will be able to check a physical BRB card but not an online View and Prove service document. If you opt to provide a Right to

Study document online this will therefore need to be verified by the university directly. The View and Prove Service will provide a Check Code for you to present to the university ID checker.

Examples of key ID documentation used are as follows:

- Evidence of right to study (international students only):
    - A UK Biometric Residence Permit (Physical BRB Card)
    - Online View & Prove Service document (Check Code)
- Any current and valid passport (any nationality)
- A current and valid driving license photocard
- Birth certificate (UK, Isle of Man, Channel Islands only)
- Bank or Building Society account opening confirmation letter issued in last 3 months
- Bank or Building Society statement issued in the last 3 months (UK, Isle of Man, Channel Islands OR country of usual residence)*
    *Bank statements cannot be shown on a mobile device or printed from the internet - you must visit your branch to obtain a printed, verified stamped copy if you intend to use this as one of your pieces of ID. Alternatively you can use a statement which has been posted to your current address within the last 3 months.

Please do refer to the <u>government ID checking guidelines</u> to guarantee that you are able to provide the required documentation.

As the ID checks will be undertaken at the Post Office, it is important that you are able to provide all the appropriate documentation required. If you are struggling with this for any reason, please do let us know as soon as possible via <u>shs.placements@manchester.ac.uk</u>

<u>Step 7</u>: Personal Details & Current Address 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" i.e. undergraduate nursing student

The system will only allow the DBS checks to be initiated with one middle name inputted per user. If you should have more than 1 middle name, you can add these into the system now.

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

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

Your first address to be inputted needs to be your **current** address i.e. your current term time accommodation.

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

Please then click on the 'Click Here' button if you have lived at your current address for less than 5 years – which is likely to be the case in most instances.

Step 8: Additional Addresses

You will then open this screen. You will need to input each address individually. Your address history will look something like this:

August 2005 (or whenever you started living at that address) - September 2018: Parents' home address

September 2018 - June 2019: Address Year 1

June 2019 - September 2020: Parents' home address

September 2020 - May 2021: Address Year 2 etc…

It is important to record all addresses you have lived at in the last 5 years, including all term time university addresses.

Once you've provided the addresses for the past 5 years, click the 'Save' button. You will then be taken back to your application.

You will need to complete the rest of the application, including inputting the details of your three pieces of ID. Again, it is important to take care here to ensure that the data inputted is accurate.

Once you have answered all the questions in the application, please 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 your application, you will receive notification of this via the system.

Step 9: Your ID Check

Please take this form and your selected documents from the list below to a participating Post Office® branch on or before **17/09/17** to have your identity verified.

To find your nearest participating Post Office® branch please visit www.postoffice.co.uk/branch-finder, select **CRB & ID Verification Service** from the required droplist and search on your Postcode/town.

Your identity documents must be original and not photocopies, and must not have been downloaded via the internet. One document must confirm your date of birth and one must confirm your current address.

You can pay the **£ 11.00** fee by cash, or debit/credit card at the Post Office branch. If the Post Office branch cannot complete the verification process, please contact DBS Team at dbs@manchester.ac.uk or phone +44 (0) 161 306 6000.

Regards
Atlantic Data Online Team

On completion of your application, the system will provide you with access to a barcoded Post Office referral letter that will look something like this. 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 - plus the right to study / work evidence documentation required for any international applications.
3. Payment for the ID check service: £14.36, payable by the applicant

You can check for the nearest Post Office branch which offers this service via:
https://www.postoffice.co.uk/identity/in-branch-verification-service

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 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 DBS application will be sent off for checking.

NB: 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 10: Completion of your DBS Check

From the date your documents are verified at the Post Office, 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.

You should receive online confirmation when your DBS check is complete. The university will also be notified by Atlantic Data once your result has been received, so you do not need to inform us.

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 your parents' address, please note it will be sent there, so you will need to arrange for your parents to look out for it.

You should receive your certificate within approximately 7-10 working days. Please retain 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.