

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

NB: You will only be able to begin the online application process once you have received an e-invite via db@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.*

Activate your account

MANCHESTER
1824
The University of Manchester

Activate your account before continuing to complete the Application.

Email*

Email Address

Date of Birth*

Date of Birth

Proceed

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'.

Reset your Password

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Make sure you give valid password as this will be used for your future logins.

New Password*

Confirm Password*

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.

Login to Access your Account

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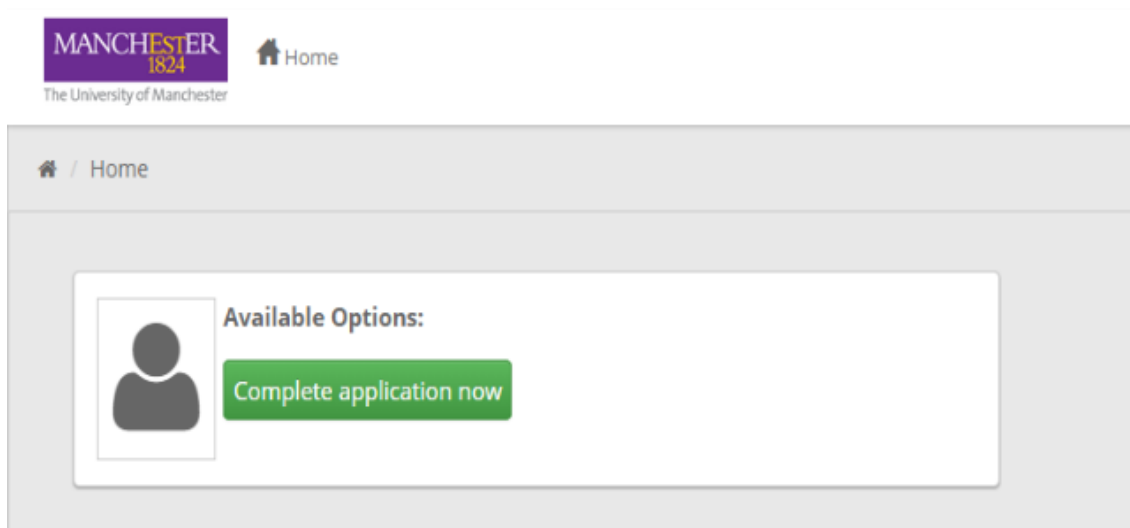
Login with the updated password.

Enter Password to Login*

Password

Login

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.

Please only select “Complete application now” when you have a confirmed UK address in place and can provide full details of this in 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:

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](#)

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.

As an international student, you may wish to select e-visa / BRP as a form of ID. There are several options noted in the online DBS system for providing this; the most commonly selected route is the online [View and Prove Service](#).

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:
Please ensure you input your confirmed UK address here.

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

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

Additional Addresses

Here you must list 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 whether in the UK or another country*

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.

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

All international students are uploaded to the DBS application system via the *All-in-One remote application face-to-face ID checking route*. This is the only route which offers the opportunity to select an e-visa as a form of identification. By uploading all international students using this route, we have therefore ensured that this ID option is available for you to select if you wish.

The *All-in-One remote application face-to-face ID checking route* requires the ID verification process to take place face-to-face with a university members of staff. Following submission of your application, please therefore contact the SHS Placements team via shs.placements@manchester.ac.uk to schedule an on-campus appointment for your ID verification check.

Please ensure you bring the following with you to your face-to-face ID verification check:

- **Original copies** of the ID documentation you have opted to use (no photocopies or printouts).
- Your [View and Prove Service](#) share code if you have chosen e-visa / BRP as one of your ID options.

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

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.

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](#).