

Online Enhanced DBS Applications explained

Enhanced Disclosure and Barring Checks (DBS) are an AfSFH requirement for Registered Membership, as they are for most organisations/bodies working with children or vulnerable adults. To comply with current regulations a person cannot apply on their own behalf. They must be a member of an Association or Company who apply on their behalf. If you are self employed you can apply online as follows.

1	<p>Have ready</p> <ul style="list-style-type: none"> • Supporting documents Passport or UK photocard driving licence that shows your date of birth. A utility bill, bank, mortgage, or credit card statement that shows your home address. <p><i>Scanned copies or good quality digital photographs can be included with your online application.</i></p> <ul style="list-style-type: none"> • Your National Insurance Number • Verify your documents The nominated verifier must confirm that they have seen all the original documentation relating to you (the applicant) and verify it is one and the same person. The name and address of the verifier is held as evidence of verification of the details. Where possible they should mark the document with an official company stamp. The verifier can be, although not necessarily, your Clifton Practice course leader (if you are a student). <p>See example at the end of this document.</p>
2	<p>Apply here www.onlinedbschecks.co.uk <i>The Clifton Practice have trialled www.onlinedbschecks.co.uk (a Division of Eurocom C.I. Ltd)</i></p>
3	<p>Screen 1 Includes: basic personal details.</p>
4	<p>Screen 2 Includes: your home address and how long you have lived there.</p>
5	<p>Screen 3 Includes:</p> <p>Supporting documents (see sample at the end of this document) Verifier's name, address and occupation - Employer's representative, Lawyer, Accountant, Police Officer, Company Director, Bank/Building Soc./Post Office Official National Insurance number Some levels of Enhanced Disclosure - suggested answer: ISA Children's List Check & ISA Adults List Check Employer - suggested answer: AfSFH, with your home address or, for students, CPHT (followed by satellite training school address) Job Description - suggested answer Psychotherapist (<i>I answered: Hypnotherapist.</i>) Description of Role - suggested answer Clinical Hypnotherapist/Psychotherapist working with children and adults. (<i>I answered: I practice solution focused hypnotherapy with children and adults in three medical centres. I help people who suffer from anxiety and depression and related issues.</i>) Which Sector - suggested answer Hospitals - Healthcare.</p>
5	<p>Screen 4 Final acceptance, including: the following details to automatically renew your DBS, so that each year you pay £13 to renew (you pay the first time you apply too). <i>The Disclosure and Barring Service offer an update service which lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. You can register online via the DBS web site at https://www.gov.uk/dbs-update-service as soon as you</i></p>

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have your application reference number or you can wait and register with your certificate number. We will send you an email with your application number once your application has been processed. However, you must act quickly because they require you to do so within 14 days. Registration lasts for 1 year and costs £13.00, which can be paid directly to the DBS.

Points to note

- Upon applying you do get the option to stop the process and resume later. However, it appeared that when I did this I was only allowed one week to do so (then the emailed link to 'get me back in' ceased to work).
- It is asked that you ensure that you have included all your details correctly and that your valid ID documents have been correctly verified ; failure to do so will incur an administration charge of £18.00 and a rejection of your application. However, I was given up to 48 days to rectify an answer, after which my application would be invalid.
- Enhanced Disclosure and Barring Check currently (November 2016) costs £68.00
- Results are generally available in 5-10 days. I got mine very quickly, within 6 days, including going back with an updated answer.
- Helplines at Online DBS checks: Tel: 01372 860 885 Email: info@eurocomci.co.uk

