

Disclosure and Barring Service (DBS), (formerly Criminal Records Bureau) Disclosure Application Notes

To become a registered chaperone, you must have an enhanced DBS disclosure. For ease, speed and accuracy, we request that you complete the DBS disclosure application form electronically via a secure web service at: <https://disclosure.capitarvs.co.uk/staffordshire>

The system will guide you through the process. Full guidance notes are also available at: <http://www.staffordshire.gov.uk/jobs/CRB/CRBinformation.aspx>

On the main login page, click on 'Start Application' in the orange box entitled Disclosure and Barring Service (DBS) Application. This will open a new page.

For Organisation Reference (*), enter: CHAPERONE

Ignore the box asking for a password.

Click 'Enter'.

Follow the instructions.

Please be aware that you must complete your application form in full, as partly completed application forms cannot be saved.

If you do not own a computer or have access to the internet, you may be able to use a computer in your local library or internet café. If you are not able to access a computer, please contact the team based in Stafford on 01785 277777.

Part of the application process requires you to provide an appropriate combination of original documentation as proof of identity which you will need to present to the District Team Manager at your most convenient Local Support Team office, named on the attached list. The documents required are listed on the DBS system.

There is an administration fee of £17.25 to pay (cheque or postal order payable to Staffordshire County Council - you can also call 01785 277777 to pay using debit/credit card).

Checklist

- DBS disclosure application online
- Chaperone application form
- Schedule
- Self-disclosure declaration
- Contact the most appropriate Staffordshire County Council district office (see overleaf) to arrange an appointment to present in person:
 - Your selected original I.D. documents.
 - Completed forms.
 - Administration fee of £17.25 (cheque or postal order payable to Staffordshire County Council - you can also call 01785 277777 to pay using debit/credit card).
 - 1 passport size photograph (this can be sent over email)

| Office Address | Contact | Cheques Accepted? |
|---|--|---|
| <u>Moorlands</u> Staffordshire Moorlands Children's Centre Albert Street Biddulph Staffordshire ST8 6DT | Tel: 01782 297970 | Yes or cash but preferably call 01785 277 777 and pay by debit card |
| <u>Newcastle</u> Staffordshire County Council Families First Castle House Barracks Road Newcastle Staffs ST5 1BL. | Tel: 01782 296290 | Yes |
| <u>East Staffordshire</u> East Staffordshire Children's Centre 248 Waterloo Street Burton-upon-Trent Staffordshire DE14 2NJ | Tel: 01283 233400 | No – please call 01785 277 777 and pay by debit card |
| <u>Tamworth</u> Families First Basin Lane Tamworth Staffordshire B77 2AH | Tel: 01827 782080 | No – please call 01785 277 777 and pay by debit card |
| <u>Lichfield</u> Old House Eastern Avenue Lichfield Staffordshire WS13 7SQ | Tel: 01543 510100 | No – please call 01785 277 777 and pay by debit card |
| <u>Cannock</u> Springvale Office Walhouse Street Cannock WS11 0DY | Tel: 01543 512370 | Yes – preferably call 01785 277 777 and pay by debit card |
| South Staffs South Staffs District Council Offices Wolverhampton Road Codsall WV8 1PX | Tel: 01902 506160 Or any of the following staff can be contact directly. Louise Ling – 01785 854126(Mon, Tues, Weds) Nikki Link – 01902 506176 (Mon to Fri – AM only) Kate Taylor – 01902 | No – please call 01785 277 777 and pay by debit card |

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| | 506174 (Mon to Fri – PM only) Kalpna Patel – 01902 506007 (Mon to Fri) | |
| <u>Stafford</u> SP1 Tipping Street Stafford ST16 2DH | Tel: 01785 277 777 | Yes |