

# DBS Online Disclosure Applicant Guidance Notes

An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. If you do not own your own computer you can go to any internet café or local library. Please be aware that you must complete your application form in full as part completed applications form cannot be saved.

## Logging onto the System

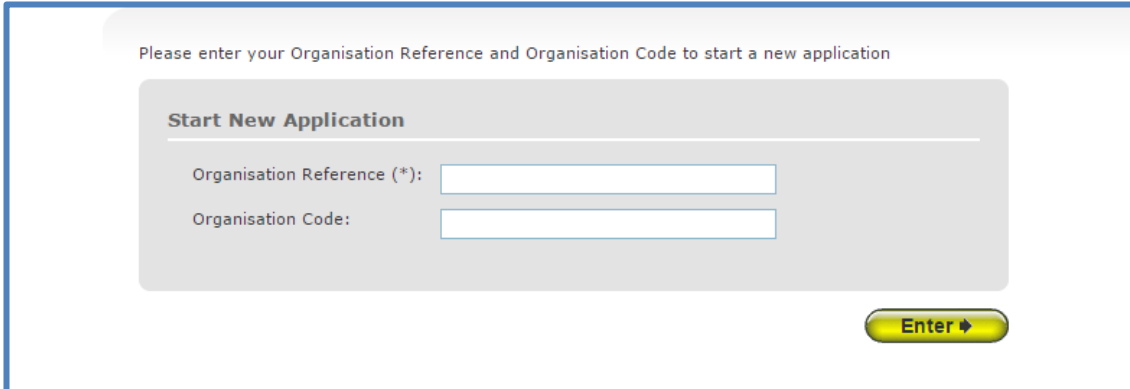
Please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/staffordshire>

If you are **not** taken directly to the 'Start New Application' page, please click on '**Start Application**' in the orange box entitled '**STANDARD/ENHANCED DBS APPLICATION**' to enter the system and start your application.

Please note at this stage of the process your login details are case sensitive.

1. Enter the Organisation Reference that has been supplied to you by the company that you will be/are working for.
2. You **DO NOT** need to enter an Organisation Code.



Please enter your Organisation Reference and Organisation Code to start a new application

**Start New Application**

Organisation Reference (\*):


Organisation Code:

**Enter** →

Once you have completed this section click '**Enter**'.

# Statement of Fair Processing

You will now be taken to the 'Staffordshire County Council Statement of Fair Processing' outlining the terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.



**Staffordshire Council Statement of Fair Processing**

By accessing this website and providing Staffordshire Council with your personal details, you agree to accept and be bound by the terms of this statement of fair processing which is summarised below.

Using the IT specification supplied by the Disclosure and Barring Service (DBS), Security Watchdog has produced an online disclosure system, eBulkPlus, which is an alternative to the standard paper forms, therefore allowing you to complete your application at any location with internet access.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
2. We will ensure that all personal information supplied is held securely, in accordance with the UK Data Protection Legislation and the European General Data Protection Regulation (GDPR).
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose of producing a Disclosure Scotland or DBS certificate (as appropriate for your location) and is collected, stored and processed by Staffordshire Council, Disclosure Scotland and the DBS in accordance with the UK Data Protection Act Legislation and GDPR. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our eBulkPlus online disclosure service to you; or (iii) as required by law.

Any organisation which uses this eBulkPlus online disclosure service is obliged to sign a service contract requiring them to:

- Abide by the UK Data Protection Legislation and GDPR
- Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The Security Watchdog eBulkPlus solution is hosted within an ISO27001, Capita owned data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to Disclosure Scotland and DBS using the eBulkPlus Interface.

Once you have ticked the consent box please click 'Next'

# Application Pre-entry Statement

You will now see the application pre-entry statement; this gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

## **EBULK DISCLOSURES**

Approved E-Bulk Software Solution

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**A key requirement of the Disclosure process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Disclosure on you.**

**If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Disclosure on you prior to starting your application as you may not be able to submit your application online.**

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

**Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.**

**Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Disclosure process at <http://www.gov.uk/dbs>.**

**Please note, only English language applications can be submitted online - Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring Service.**

I have read and understand this statement (tick to confirm)

[← Previous](#) [Next →](#)

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (\*)

**Mistakes on the application form will cause delays in processing and may result in an invalid disclosure application.**

# Section 1 – About You

Please enter your personal details.

**If you have any middle name(s) ensure that you enter these details**, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your criminal record check.

**EBULK DISCLOSURES**  
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1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.  
Mandatory fields are denoted by (\*)

**Personal Details**

Gender (\*): -- select --  
Title (\*): -- select --  
Forename (\*):  
Middle name 1:  
Middle name 2:  
Middle name 3:  
Surname (\*):  
Date of birth (\*): -DD- -MM- -YYYY-  
NI Number:

**Contact Details**

Language (\*): -- select --

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:  
If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted  
Email Address:

**Information**

**Middle Names**  
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.  
Failure to comply will result in delays.

**Language**  
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

**Minimum age for DBS checks**  
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Previous Next

Once you have completed this section click 'Next'.

## Section 2 – Address History

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

### Address Dates

There cannot be any gaps/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively, e.g. parents' address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents' address March 2010 – April 2010 etc. Do not run addresses/dates simultaneously as your application form will be rejected by the DBS. Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

### Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail [UK Postcode Finder](#) link provided within the address information box.

### No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

### Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'no fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

The screenshot shows the 'EBULK DISCLOSURES' application form, specifically the 'Address History' section. The form is titled 'Please enter your current address' and contains the following fields:

- Address Line 1 (\*): A text input field with a yellow highlight.
- Address Line 2: A text input field.
- Town (\*): A text input field.
- County: A text input field.
- Country (\*): A dropdown menu with the text '-- Please select --'.
- Date from (\*): A date selection field with dropdowns for month and year.

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. To the right of the form is an 'Information' section with the following text:

**Address Dates**  
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

**Postcode**  
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

Once you have completed this section click 'Next'.

## Section 3 – Additional Info

### Place of Birth

Please enter details of your place of birth.

### Nationality at Birth

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

### Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

### Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

**Failure to supply any additional information may cause your application to be delayed.**

The screenshot shows a web form titled 'EBULK DISCLOSURES' with the subtitle 'Approved E-Bulk Software Solution'. A navigation bar at the top contains links: 1) About You, 2) Address History, 3) Additional Info (selected), 4) Employment, and 5) Confirm. Below the navigation bar, the user is prompted to 'Please complete the following additional information'. The form is divided into two main sections: 'Place of Birth' and 'Other Names'. The 'Place of Birth' section includes fields for 'Town (\*)', 'County', 'Country (\*)' (a dropdown menu), 'Nationality at birth (\*)' (a dropdown menu), and two yes/no questions: 'Have you changed your nationality since birth? (\*)' and 'Have you changed your birth surname? (\*)', both with dropdown menus. The 'Other Names' section includes a text box with instructions: 'Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.' Below this text box is a table with columns 'Name', 'Type', 'From', and 'To'. The table currently contains the text 'No records have been created' and an 'Add Name' button at the bottom right. To the right of the form is an 'Information' box with three sections: 'Change of name(s)' (advising names to be in date order), 'Other names' (advising to provide all names used), and 'Aliases' (advising to provide details of aliases, including dates, and warning that failure to do so could cause application delays or rejection by the DBS).

Once you have completed this section click 'Next'.

## Section 4 – Employment Details

### Position Applied For

Please insert the correct job role as supplied to you by your current/new employer. You will either be required to select your job role from the dropdown list provided or enter this manually. No abbreviations are permissible, e.g. Admin Asst should read Administrative Assistant. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Coach.

**Failure to enter the correct job role may cause your application to be delayed.**

### Employer Name

This has been defaulted to the organisation you are applying through and should not be amended.

**EBULK DISCLOSURES**  
Approved E-Bulk Software Solution

1) About You : 2) Address History : 3) Additional Info : **4) Employment** : 5) Confirm

Please complete the fields below

**Employment Details**

Position Applied For (\*): -- select --

Employer Name (\*): CHEQS ORGANISATION

**Conviction History**

**Please refer to: Rehabilitation of the Offenders Act.** The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer\*

**\*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:**  
[www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (\*): -- select --

◀ Previous      Next ▶

**Information**

**Position Applied For**  
Please insert the correct job role as supplied to you by your current/new employer.

No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.

If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

**Employer Name**  
This has been defaulted to the organisation you are applying through but can be amended if required.

**Conviction History**  
If you have ever been convicted of a criminal offence or received a caution, reprimand or final warning that is not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

### Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select '**No**'. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is 'protected' as defined by the Rehabilitation of Offenders Act then please also select '**No**'.

If you have ever been convicted of a criminal offence, caution, reprimand or warning that is **not** 'protected' as defined by the Rehabilitation of Offenders Act then please select '**Yes**'.

For more information, please refer to Rehabilitation of Offenders Act 1974 at:

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

Once you have completed this section click '**Next**'.

# Section 5 – Confirmation and Consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

This has been defaulted to the organisation you are applying through and should not be amended.

### Application Confirmation and Consent

To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.

**Personal Details** [Edit](#)

Title: MR  
Forename: TEST  
Middle Names:  
Surname: APPLICATION  
Date of birth: 10/01/1984  
Gender: MALE  
NI Number: AA123456B

**Contact Details** [Edit](#)

Language: ENGLISH  
Telephone No:  
Email Address:

**Address History** [Edit](#)

Address	From	To
123 TEST STREET LONDON E1 1AB UNITED KINGDOM	Jan 2011	Present

**Place of Birth** [Edit](#)

Town: LONDON  
Country: UNITED KINGDOM  
Nationality at birth: BRITISH  
Current nationality: BRITISH

**Employment Details** [Edit](#)

Position Applied For: TEACHER  
Employer Name: CHEQS ORGANISATION

**Conviction History** [Edit](#)

Convictions: No

**Applicant Consent**

**Privacy Policy - standard/enhanced checks declaration**  
I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

**Consent to obtain e-Bulk standard/enhanced check electronic result**  
I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to avoid certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

**Declaration by Applicant**  
I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence.

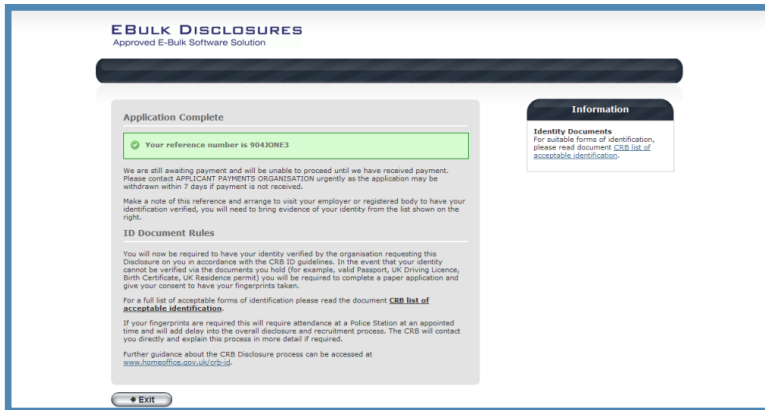
**Security Watchdog Statement**  
If you do not provide your consent to any of the statements above, please contact your employer as your application cannot be submitted online and may need to be submitted via a paper application.  
**Please Note: If you are submitting this application on behalf of the applicant, you will need to obtain a signed and dated consent declaration from the applicant agreeing to all of the statements outlined above.**

[Previous](#) [Complete](#)



# Complete Application

You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** If you entered an email address onto your application form you will receive a confirmation email containing these details.



Your application form will be processed by your employer once they have verified your identity. Please see below for guidance on identity verification.

## Next step - identity verification

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified.

## How do I have my identity verified?

Please provide original identification to Nominated Person who requested you complete a disclosure (usually the Appointing Manager) and provide identification as listed in the acceptable ID table (see table below). Your application form will be processed by your employer once they have verified your identity, and then sent onto the DBS.

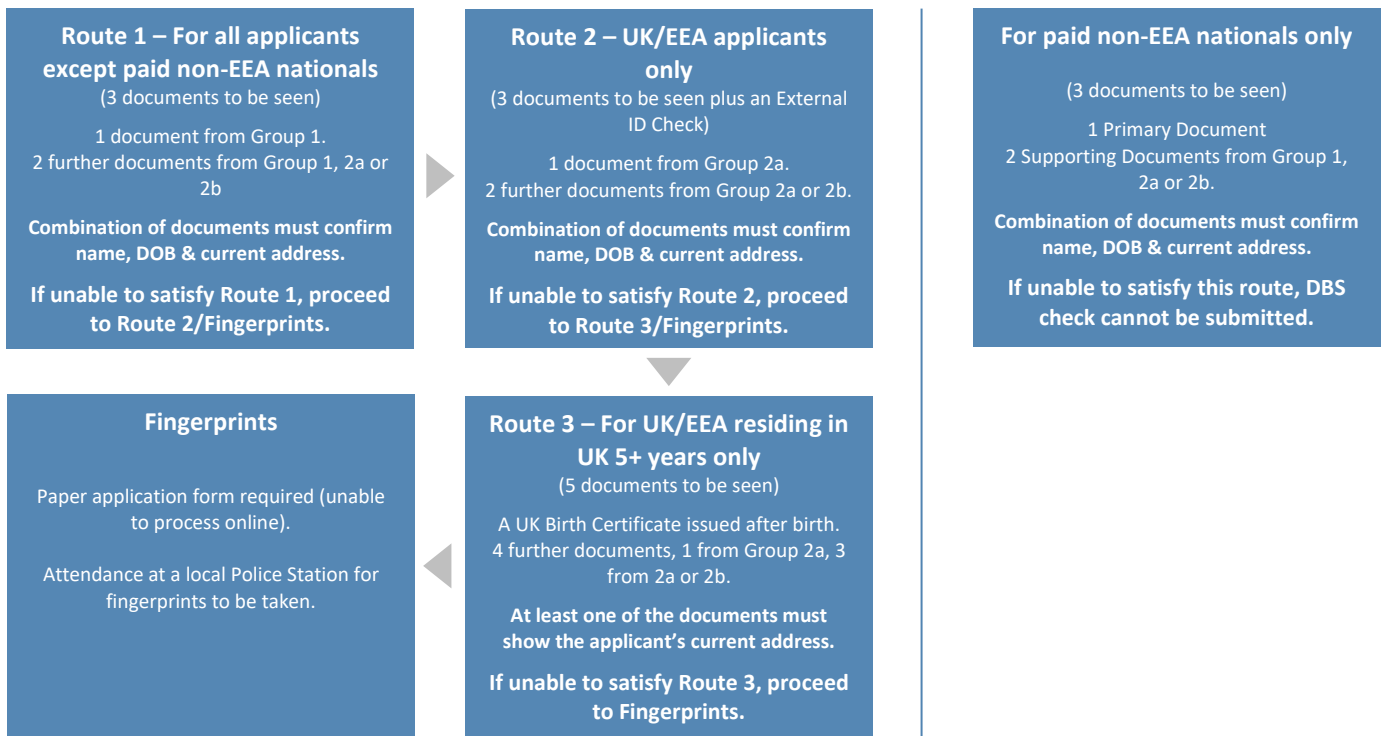
## Tracking the progress of your application with the DBS

If you supplied an email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

## CONTACT DETAILS

Please contact your HR Team/Recruiting Manager if you have any queries in regards to the DBS application process. If you experience any technical issues with the online system, please contact us by e-mail at [disclosure@staffordshire.gov.uk](mailto:disclosure@staffordshire.gov.uk)

# DBS List of Acceptable Identification



- Group 1**  
Primary Identity Documents
- Current valid Passport
  - Biometric Residence Permit (UK)
  - Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
  - Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)  
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
  - Adoption Certificate (UK / Channel Islands)

- Paid Non-EEA Nationals**  
Primary Documents
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  - A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
  - A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
  - A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
  - A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
  - An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- Applicants providing one of the following documents must also provide a current valid Passport:**
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
  - A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their

name issued by a Government agency or a previous employer.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2a Trusted Government Documents	Group 2b Financial & Social History Documents
<ul style="list-style-type: none"> <li>• Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)</li> <li>• Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)</li> <li>• Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)</li> <li>• Marriage / Civil Partnership Certificate (UK / Channel Islands)</li> <li>• HM Forces ID Card (UK)</li> <li>• Fire Arms Licence (UK / Isle of Man / Channel Islands)</li> <li>• Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK.)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA) **</li> <li>• Bank/Building Society Statement (UK, Channel Islands or EEA) *</li> <li>• Bank/Building Society Account Opening Confirmation Letter (UK)</li> <li>• Credit Card Statement (UK or EEA) *</li> <li>• Financial Statement e.g. pension, endowment, ISA (UK) **</li> <li>• P45/P60 Statement (UK / Channel Islands) **</li> <li>• Council Tax Statement (UK / Channel Islands) **</li> <li>• Utility Bill (UK) - Not Mobile Phone *</li> <li>• Benefit Statement (UK) e.g. Child Allowance, Pension *</li> <li>• Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) * e.g. DWP, Employment Service, HMRC, Job Centre, Social Security</li> <li>• EEA National ID Card – must be valid</li> <li>• Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid</li> <li>• Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)</li> </ul>
<p><b>Please note if a document in the List of Valid Identity Documents is:</b></p> <ul style="list-style-type: none"> <li>• Denoted with * - issued in the last 3 months</li> <li>• Denoted with ** - issued in the last 12 months</li> </ul>	