

# Disclosure and Barring Service (DBS) Clearance Process

The programme you are due to enrol on requires **all** students to complete a Disclosure and Barring Service (DBS) clearance process, as students on this programme will come into regular contact with potentially vulnerable members of the public. More information on the scheme can be found here: [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)

The DBS check allows you to take part in Placements. As a non-UK resident, you will need to start the DBS clearance process as soon as you arrive in the UK and before you start your programme.

If you arrive in the UK prior to 1st September, please let us know as soon as possible by sending us a message on King's Apply because you may be able to complete the DBS clearance process following the UK resident instructions.

If you have questions about the DBS process after reading this document, you should contact the Admissions office via your King's Apply account.

**Please read all pages of this document carefully**

<b>Step 1:</b> Overseas Disclosure	<input type="checkbox"/>	<b>Before starting your programme</b>
<b>Step 2:</b> Arrive in the UK	<input type="checkbox"/>	
<b>Step 3:</b> Payment	<input type="checkbox"/>	
<b>Step 4:</b> Obtain ID Documents	<input type="checkbox"/>	
<b>Step 5:</b> Complete online DBS form	<input type="checkbox"/>	<b>During welcome week</b>
<b>Step 6:</b> Verification of ID Documents at Post Office	<input type="checkbox"/>	
<b>Step 7:</b> Receiving your DBS Certificate	<input type="checkbox"/>	

### Step 1 - Overseas Disclosure

As you have been resident outside of the UK, you must provide a **criminal record disclosure** or **certificate of good conduct** from the country, or countries, in which you have been resident for 12 months (6 months for PGCE programmes) in the 5 years prior to the start of your programme. **This is not applicable for gap years or working holidays.**

More information on how to obtain a certificate of good conduct can be found here: [www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)

Please scan and send in the Overseas Clearance to [dbs.clearance@kcl.ac.uk](mailto:dbs.clearance@kcl.ac.uk).

Please address the subject of your email in the following format:

**Subject: Programme Title, Last Name, First Name, DBS Overseas Clearance**

### Step 2 – Arriving in the UK

Before your arrival in the UK, you will be emailed enrolment information and details to set up your King's account, which includes the process to enrol online. This will take between 10-15 minutes and you will need to upload a photograph for your ID (this can only be completed on a desktop computer or laptop).

### Step 3 - Payment

The DBS check will cost £44.95 and needs to be paid before starting your check. You can pay this fee on the King's College London online store: <http://estore.kcl.ac.uk/product-catalogue/university-services/admissions-office/dbs-check/dbs-check>

You will be sent an email confirming payment and the Admissions Office will also be notified.

***Please note: PGCE applicants are required to pay for their DBS check.***

### Step 4 – Obtain ID Documents

To meet the DBS document requirements, you will need to provide:

- One document from Group 1 of the DBS ID Documents list
- Two **additional** documents, which can be from either groups 2a or 2b of the list. This could be two documents from list 2a, two documents from list 2b, or one from each list. At least one of these documents **must** contain proof of address

Please note that if you **ARE NOT** a UK citizen you must provide the following:

- Current passport **and** evidence of your right to work/settle in the UK
- One **additional** document from groups 1, 2a or 2b

Post Brexit, EEA nationals must now evidence their right to work or study in the UK as part of their DBS check.

Under the current guidelines in our system, applicants who aren't a national of the UK or EEA and who want to do paid work or to study must provide one document from a list of non-UK primary documents and two further supporting documents.

The DBS will now allow recruiting organisations like King's to evidence your immigration status using one of the government's online services. This includes the View and Prove service or using the BRP or BRC online services.

An option to do this will be presented in the ID matrix to indicate that your immigration status will be verified outside of the Disclosures system using one of these online services. You will still need to provide a range of other documents to evidence their identity.

**Please see the DBS ID Documents List for information on what documents we can accept.**

You are required to provide at least one document with your UK address when visiting a Post Office for ID verification. This proof of address must match the address on your King's record, so please ensure you provide your UK address when enrolling online. If you need to update your address beforehand, you can do so via your King's Student Records account. If you use more than one item of ID with your UK address, please ensure that the addresses are the same.

As a non-UK resident, it is likely you can only obtain the ID documents after you arrive in the UK. We recommend you use a bank/building society account opening confirmation letter or bank statement as your additional document as this may be the quickest to obtain.

In order to open a bank account in the UK, you will need to show confirmation of your study; this letter can be obtained after finalising your enrolment. You can download a signed and stamped copy by following the [guidelines from Student Services](#). If there are special requirements e.g. the letter has to be addressed to someone, then contact [Student Services](#).

**You will need to have these ID documents before going to a Post Office.**

### **Step 5 – Complete online DBS form**

Within three weeks of the start date of the programme, you will receive an email from Atlantic Data with a link to complete your online DBS form. This email will be sent to the email address given in your university application. If this email address is incorrect, please contact the Admissions Office via your King's Apply account to update it. **The DBS form must be completed as soon as possible.**

The email will be sent from the following automated email address: [dbs@kcl.disclosures.co.uk](mailto:dbs@kcl.disclosures.co.uk). Please mark this as a 'safe' email address so the email does not go into your junk folder. Please do not reply directly to this email address.

The email will provide a link to your DBS check and your username. You will be prompted to create a login password during this process.

You will be required to enter some personal information at this stage:

- Email address
- Date of birth
- Details from the 3 ID Documents you have obtained from the ID Documents list
- List of permanent home addresses for the past 5 years (including your current UK address as this is where your DBS certificate will be sent).

**Please note:** You should leave the sequence number field blank/unchanged. Some of your personal information and your programme details may be completed already. If any of this information looks incorrect, please contact the Admissions Office and do not proceed with the form.

You will also need:

- Access to a printer to print the Post Office letter. The letter is accessible once you've completed the DBS application – you can log in at a later date to retrieve this document if needed.
- To visit a Post Office before the start of the programme to verify your documents and complete the check.

## **Step 6 – Verification of ID Documents at Post Office**

Once you have completed your DBS check and obtained the relevant ID, you will need to take your ID documents to a Post Office that offers the **ID Validation Service**, along with the Post Office letter you have printed. If you need access to a printer you can visit one of the King's College libraries or a local community library or print shop.

A list of Post Offices that offer the ID Validation Service can be found on this website: <https://www.postoffice.co.uk/identity/dbs-checks>. Enter your post code and press 'search'. You will then see a list of Post Offices nearby. Click on 'branch details' to check that they offer the 'DBS ID Validation Service' and then visit the Post Office so that you can visit to complete this stage of your DBS application. Once you have completed the ID validation you will be able to submit your DBS check.



1

### **Start the process**

You'll get a letter or email from DBS or one of our partner organisation (including CQC).

You will be asked to provide original documents as part of the process.



2

### **Visit a Post Office**

Bring original documents, copies and your application form to a [Post Office branch](#).



3

### **Get copies certified**

We'll confirm that your documents are authentic and that they belong to you.

If your documents include photographic evidence (e.g. a passport or driving licence), we'll even be able to confirm your identity.



4

### **Submit application**

You then send your completed application form and certified copies back to the DBS or partner organisation.

## **Step 7 - Receiving your DBS Certificate**

You should receive your DBS certificate through the post within 2 weeks of submitting the online form, although sometimes this takes slightly longer. The certificate will be sent to the current address you provided on your DBS application. If you move house before you receive your certificate you will need to arrange for the certificate to be forwarded to you.

King's College London will be informed if there are any convictions on your certificate. If there are, you will be required to present your DBS certificate to the Admissions Office so that any convictions can be checked against any previous declarations.

**It is your responsibility to keep your certificate safe. The university does not receive a copy of your certificate.** Your faculty and any placement provider will ask to see the physical DBS certificate. If you lose your certificate, you will be charged and will need to apply for another check. This may also delay certain elements of your programme, such as placements.

## **DBS Update Service**

King's encourages you to consider registering for the DBS Update Service, which allows institutions and employers to check your DBS certificate online without you needing to complete a new check, so long as the check is at the required level and covers the required workforce.

**Please note:** Registration for the Update Service is not automatic when completing a DBS check.

The following website provides information on the service: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

Once you have received your DBS certificate you must register with the service within 19 days if you wish to use the service. DBS charge an annual fee of £13 for this service.

**For any help with your DBS application please contact the Admissions office by sending a message via your King's Apply account.**

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**King's Admissions Office**

**June 2022**