

# 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. You will need to complete the DBS check before you start your programme. If you are unable to do this or have questions about the DBS process after reading this document, you can contact the Admissions Office via your King's Apply account.

Please read all pages of this document carefully

<b>Step 1:</b> DBS Update Service	<input type="checkbox"/>	<i>If applicable</i>
<b>Step 2:</b> ID Documents	<input type="checkbox"/>	<b>All steps must be completed before starting your programme</b>
<b>Step 3:</b> Complete online DBS form	<input type="checkbox"/>	
<b>Step 4:</b> Verification of ID Documents	<input type="checkbox"/>	
<b>Step 5:</b> Receiving your DBS Certificate	<input type="checkbox"/>	
<b>Step 6:</b> Overseas Disclosure	<input type="checkbox"/>	<i>If applicable</i>

### **Step 1 - DBS Update Service**

The DBS Update Service lets individuals keep their DBS certificates up to date online and allows King's College London to check the certificate online.

Information regarding the service can be found here: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

If you have **already** registered for the DBS Update Service, you should not need to complete a new DBS check if your previous check was Enhanced and you are covered for the workforce required for your programme e.g. both adults and children.

**Please scan a copy of your most recent DBS certificate, showing the certificate number, 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 Update Service**

If you have completed **Step 1** and have been living solely in the UK for the last 5 years, you do not need to complete any further steps detailed below.

If you are not registered with the Update Service, please proceed to **Step 2**.

### **Step 2 – ID Documents**

To meet the DBS document requirements and start your DBS check, you will need to provide:

- One document from Group 1
- Two **additional** documents from either Group 1 or 2

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

If you use more than one item of ID with your UK address, please ensure that the addresses are the same and that this is your current address.

### **Step 3 – Complete online DBS form**

You will receive an email from Atlantic Data who process our online DBS checks. This email will be sent to the contact email address given in your university application. If this email address is incorrect, please contact UCAS or the Admissions Office to update it.

The email will be sent from the following 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 to this address.

The email will provide a link to your DBS form 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 (this is where your DBS certificate will be sent)

You will also need:

- Access to a printer to print the Post Office letter (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 within 4 weeks of submitting your form, to verify your documents

Some of your personal information and your programme details will be completed already. If any of this information looks wrong, please contact the Admissions Office and do not proceed with the check.

**Please note:** You should leave the sequence number field blank/unchanged.

#### **Step 4 – Verification of ID Documents**

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.

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 complete this stage of your DBS application. Once you have completed the ID verification 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 5 - 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.

If you have lived only in the UK for the five years prior to 1<sup>st</sup> September (in the year you enrol) you have now completed the King's DBS Clearance process. If you have lived outside of the UK for 12 months in any of the five years prior to 1<sup>st</sup> September then please proceed to Step 6.

### **DBS Update Service**

King's encourages you to consider registering for the DBS Update Service. This 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.

### **Step 6 - Overseas Disclosure**

As you have lived outside of the UK for 12 months in the 5 years prior to the start of your programme you must provide a **criminal record disclosure** or **certificate of good conduct** from the country, or countries, in which you have been resident for these years. **This is not necessary 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**

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

**King's Admissions Office**

**June 2021**