**Disclosure & Barring Service (DBS) Enhanced Disclosure**

Your course requires a DBS Enhanced Disclosure. Please ensure you apply as soon as possible as you will NOT be permitted to proceed with this course and cannot undertake any placements if you fail to obtain a satisfactory DBS. You will need a UK address in order to complete the process.

You will also need to provide an overseas police check (regardless of your nationality) if:

* You have lived outside the UK in the last five years and
* You were over 18 at the time and
* Spent a minimum of one year in that country

Please refer to the attached document for further guidance and to complete the criminal declaration form.

We are not currently providing the option of showing ID at the University, so you will need to visit a UK Post Office to have your identity documents verified for your DBS.

There are two stages of the DBS application process which must be followed:

**Stage One: Online Application:**

We use an external service for this process.

Please click here to use this service. [Online Disclosures (capitarvs.co.uk)](https://disclosure.capitarvs.co.uk/cheqs/applicantLogin.do?applicationType=dbs) The “Start New Application” screen will appear.

We are not currently providing the option of showing ID at the University, so you will need to visit a UK Post Office to have your identity documents verified.

Please ensure you enter the following reference:

 Organisation Reference: BRIGHTONUNI

Organisation Code: (leave this blank)

Now click on the ‘Start’ button.

The application form is a simple, five step process. Please follow the on-screen instructions and complete all the fields provided. Please note the following:

Address History:

It is essential that you complete the five-year address history fully and accurately. The application will be rejected by the DBS if a full history is not supplied, including from and to dates, or if there are any gaps in dates. <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants> Please refer to Section B/C for advice on completing your address history.

Employment Details ‘Position Applied For’:

Please ensure you have picked the title that best matches your course.

Applications will be withdrawn if there are errors in your address details or if the ‘Position Applied For’ is incorrect, which will delay the processing and receipt of your DBS certificate.

**Stage Two: Identification Verification:**

It is a DBS requirement that all applicants must have their identity verified.

Post Office Document Certification Service (Please ensure you use the BRIGHTONUNI reference)

There is an over the counter charge of £12.75 to have your identification checked at a Post Office. <https://www.postoffice.co.uk/identity/document-certification> You will need to download an ID Service Checking Form. Please also use this link to find which Post Office branches provide this service.

You will need to take:

Three items of original ID to the Post Office (please refer to the ‘What identification documents do I need to provide?’ section below). Please note, the Post Office does not accept Birth Certificates and Marriage Certificates as proof of identification.

**The DBS cannot accept online statements or documents downloaded from the internet.**

A good quality photocopy of each document and your completed Post Office ID Service Checking Form.

The Post Office will check your original documents against your photocopies, certify each copy as a true likeness of the original and then hand these and your form back to you. You will then need to either scan or take a photo of the certified photocopies and your Post Office form and email them to the Security Watchdog office at: dbs.enquiries@teammatrix.com

**Frequently asked questions:**

**What identification documents do I need to provide?**

You will need to provide three items of original documentation to verify your ID. This will vary depending on whether you are a Home or Overseas student. Please see the attached document for a full list of acceptable documentation. **The DBS cannot accept online statements or documents downloaded from the internet.** If you fail to supply the appropriate identification, your application will not be processed.

**When should I apply?**

Once you have submitted all necessary documentation, it takes an average of 4-6 weeks for the DBS to be processed, although it can take longer during peak periods (June to September). We would therefore advise you to apply for your DBS and provide your documentation no later than two months before the start of your course.

**How do I apply if I live overseas?**

If you reside outside the UK you cannot use an overseas residence as the main address on your application, so you will need to start the application process as soon as you have a UK address and provide your identification documents as soon as you can after you have arrived in the UK.

**DBS Update Service**

The Disclosure Barring Service (DBS) has introduced this service for individuals to keep their DBS certificates up to date online and must be applied for within 30 calendar days of the ‘date of issue’ printed on your DBS certificate. It also allows employers to check a certificate online, and can be useful if you are required to do several DBS checks in a year, either for work or study purposes. Registration lasts for one year and costs £13.00, which you will need to renew if you want to continue using the service. Although not compulsory, it is recommended that you register for this service, more details can be found at https://www.gov.uk/dbs-update-service

If you have a DBS which has been registered with the update service, please email clearancechecks@brighton.ac.uk with a scanned copy of your certificate and we will check whether your certificate is valid for the course you will be starting and contact you if you need to do a new DBS check. Please note, we cannot accept certificates which list your role as a Volunteer.

If you require further advice or information, please do not hesitate to contact Security Watchdog on 01420 558752 or email the university at clearancechecks@brighton.ac.uk